

## NOTICES OF PROPOSED RULEMAKING

Unless exempted by A.R.S. § 41-1995, each agency shall begin the rulemaking process by 1st filing a Notice of Proposed Rulemaking, containing the preamble and the full text of the rules, with the Secretary of State's Office. The Secretary of State shall publish the notice along with the Preamble and the full text in the next available issue of the Arizona Administrative Register.

Under the Administrative Procedure Act (A.R.S. § 41-1001 et seq.), an agency must allow at least 30 days to elapse after the publication of the Notice of Proposed Rulemaking in the Register before beginning any proceedings for adoption, amendment, or repeal of any rule. A.R.S. §§ 41-1013 and 41-1022.

### NOTICE OF PROPOSED RULEMAKING

#### TITLE 7. EDUCATION

#### CHAPTER 2. STATE BOARD OF EDUCATION

#### PREAMBLE

1. **Sections Affected**

	<b><u>Rulemaking Action</u></b>
R7-2-601	Amend
R7-2-602	Amend
R7-2-603	Amend
R7-2-606	Amend
R7-2-607	Amend
R7-2-1002	Amend
2. **The specific authority for the rulemaking, including both the authorizing statute (general) and the statutes the rules are implementing (specific):**

Authorizing statutes: A.R.S. §§ 15-203(A) and 15-213

Implementing statutes: A.R.S. §§ 15-203(A)(18) and (23) and 15-213, both statutes as amended by House Bill 2417 (1996)
3. **The name and address of agency personnel with whom persons may communicate regarding the rulemaking:**

Name: Corinne L. Velasquez, Administrator

Address: State Board of Education  
1535 West Jefferson, Room 418  
Phoenix, Arizona 85007

Telephone: (602) 542-5057

Fax: (602) 542-3046
4. **An explanation of the rule, including the agency's reasons for initiating the rule:**

R7-2-601 through R7-2-608 are rules which set forth the requirements for certification of teachers and school personnel. The Board will consider amendments to these rules to reflect statutory revisions and recent trends in teaching and certification requirements, including but not limited to renaming certificates, deletion of certificates and endorsements, changes in expiration dates, and changes in the period for which certificates are valid.

R7-2-1002 sets forth the applicability of Article 10. Statutory amendments to A.R.S. § 15-213 require the Board to increase the dollar amount for governing board delegation of procurement of construction or services.
5. **A showing of good cause why the rule is necessary to promote a statewide interest if the rule will diminish a previous grant of authority of a political subdivision of this state:**

Not applicable
6. **The preliminary summary of the economic, small business and consumer impact statement:**

Most of the rule changes will have no impact on the economy, small business, or consumer. Collectively, the rule changes will reduce processing time, allowing teachers and administrators to be certified and employed in the field of their certificate more quickly. In addition, the rule change to R7-2-1002 may also reduce processing time at the school district level.

Deletion of a certificate or endorsement would mean that the applicant (consumer) would not have to pay for processing the certificate, although an employer could require the same coursework as a condition of employment. Applicants could become employed without taking a specified set of courses formerly required for certification, reducing their costs for tuition and other training.

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Reduction of coursework required for issuance of the Standard Certificates could impact consumers, universities, and the employing school districts. Teachers would have renewal options other than college coursework; if they choose other options, universities could see a reduction in tuition revenue. However, the impact could be offset by an increase in university-district collaboration to provide in-service education. The current requirements demand so much coursework in the 1st 8 years, that some new teachers, unable to afford the tuition, have lost their certification and have had to find employment in other fields. If fewer teachers take college coursework to maintain certification, the salary demands on districts could decrease. In fact, some districts have already renegotiated their salary schedules in reaction to recent legislation that dropped the requirement to obtain a Masters Degree or earn graduate coursework.

The increase in professional growth requirements and options for renewal of Standard Certificates could have the opposite effect as the situation discussed above. Small businesses, such as those that offer professional conferences, would stand to gain under the new rules. Universities could see an increase in enrollment from established teachers.

**7. The name and address of agency personnel with whom persons may communicate regarding the accuracy of the economic, small business and consumer impact statement:**

Name: Corinne L. Velasquez  
Address: State Board of Education  
1535 West Jefferson, Room 418  
Phoenix, Arizona 85007  
Telephone: (602) 542-5057  
Fax: (602) 542-3046

**8. The time, place and nature of the proceedings for the adoption, amendment, or repeal of the rules, if no proceeding is scheduled, when, where, and how persons may request an oral proceeding on the proposed rules:**

An oral proceeding on the proposed rulemaking is scheduled as follows:

Date: October 28, 1996  
Time: 11 a.m.  
Location: State Board of Education  
1535 West Jefferson, Room 417  
Phoenix, Arizona 85007

Written comments may be submitted on or before 5 p.m. on October 11, 1996, to the contact person listed above.

**9. Any other matters prescribed by statute that are applicable to the specific agency or to any specific rule or class of rules:**  
Not applicable.

**10. Incorporations by reference and their location in the rules:**  
None.

**11. The full text of the rules follows:**

**TITLE 7. EDUCATION**

**CHAPTER 2. STATE BOARD OF EDUCATION**

**ARTICLE 6. CERTIFICATION**

- R7-2-601. General Certification Provisions
- R7-2-602. Alternative Certification
- R7-2-603. Teacher Certificate Requirements
- R7-2-606. Endorsements
- R7-2-607. Vocational Education Certification

**ARTICLE 10. SCHOOL DISTRICT PROCUREMENT**

- R7-2-1002. Applicability

**ARTICLE 6. CERTIFICATION**

**R7-2-601. General Certification Provisions**

- A. ~~The State Board of Education may accept a valid certificate from another state for issuance of a like Arizona certificate. The State Board of Education shall issue a comparable Arizona certificate, if 1 is established pursuant to R7-2-603 or R7-2-607, to an applicant who holds a valid certificate from~~

another state and possesses a Bachelor's or higher degree from regionally accredited institution as defined in subsection (G). Such certificates shall be valid for 1 year. The allowable deficiencies of Arizona Constitution, United States Constitution, and passing the Arizona Teacher Proficiency Examination shall be satisfied prior to the issuance of a temporary, standard, or provisional certificate as provided in R7-2-603.

**B. No change.**

- C. An applicant other than 1 with an institutional recommendation from a university or college with a program approved under ~~paragraph (2)~~ subsection (B) may be certified ~~in the appropriate area if 1. The~~ the applicant has completed a professional teacher education program at ~~an a regionally institution~~ accredited institution by an as defined in subsection (G).

2. ~~The applicant's credentials meet the requirements for certification set forth in subsection (B) of this rule. In this subsection, approved regional accrediting associations are the New England Association of Schools and Colleges, Middle States Association of Colleges and Secondary Schools, North Central Association of Colleges and~~

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Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges.

- D. Complete, official transcripts, ~~a~~ an ~~notarized~~ application for certification, and the appropriate fee(s) are required for an official evaluation to determine if the applicant meets the qualifications for certification. Course descriptions, letters verifying employment, and other documents may be required to assist in the evaluation to determine if the applicant meets the requirements as specified in this Article, to complete evaluations.
- E. Evaluations will be honored for 2 years from the date of the evaluation. Requirements must be satisfied and a certificate issued prior to the expiration of the evaluation; or the applicant must reapply and will be subject to rules in effect at the time of reapplication.
- F. No change.
- G. No change.
- H. ~~Graduates of unaccredited institutions who have completed 10 semester hours of upper division or graduate credit from an accredited institution and who meet all other Board requirements may be issued a 6-year certificate on a 1-year basis, contingent upon their completing within that year an additional 6 semester hours of acceptable upper division or graduate credit from an accredited institution. The certificate shall then be extended for the balance of the 6-year period.~~
- ~~I.H.~~ High school teaching or subject assignments are the responsibility of the employing district board. Teachers teaching in a State Board-required academic subject area shall have the major ~~or minor~~ in the subject area specified on the certificate as indicated below. A major shall consist of a minimum of 30 semester hours, and a minor shall consist of a minimum of 18 semester hours:
1. English: shall have a major ~~or minor~~ in English, Communication Arts, Language Arts, Literature, or English as a Second Language.
  2. Essentials, sources, and history of the constitutions of the United States and Arizona, and instruction in American institutions and ideals in the history of Arizona: shall have a major ~~or minor~~ in any regional history or regional geography, Social Studies, History, U.S. History, Government, or Political Science.
  3. World history/geography: shall have a major ~~or minor~~ in History, Soviet History, Latin American History, Oriental Studies, Latin American Studies, Geography, or Anthropology.
  4. ~~Essential and Benefits of the Free Enterprise System: shall have a major in any subject area.~~
  - ~~5-4.~~ Mathematics: shall have a major ~~or minor~~ in Mathematics.
  - ~~6-5.~~ Science: shall have a major ~~or minor~~ in Science, Agriculture, Biology, Botany, Chemistry, Engineering, Earth Science, Geology, Meteorology, Physical Science, Physics, or Zoology.
  - ~~7-6.~~ Fine Arts: shall have a major ~~or minor~~ in Art, Dance, Drama, Music, Speech and Drama, or Speech.
  - ~~8-7.~~ Vocational Education: shall have a major ~~or minor~~ in Marketing Education, Agriculture Education, Technology Education, Business Education, or shall meet the occupational or educational requirements specified on the certificate for that vocational technological program area.
- ~~J-I.~~ Teacher aide experience will not be accepted as teaching credit for Arizona public school certification. Verified, full-time prekindergarten teaching experience will be accepted as teaching credit for K-8 certification and verified, full-time postsec-

ondary teaching experience will be accepted as teaching credit for 7-12 certification.

- ~~K-J.~~ Teachers of homebound students shall hold the same level of certificate that is required of a classroom teacher, elementary or secondary.
- ~~L-K.~~ All certificates will expire on July 1 of a given year. All 1-year certificates shall expire 1 year from the date of issuance. All certificates issued for a period extending beyond 1 year shall expire on the holder's birth date.
- L. A certificate may be renewed within ~~four~~ 1 years year after it expires and within 6 months before it expires in accordance with the renewal requirements specified in subsection (N). ~~M.~~ Those persons who hold certificates which have been expired for more than ~~four~~ 1 years year must reapply for certification under the requirements in ~~force~~ effect at the time of reapplication.
- ~~M.~~ Applicants possessing a valid Basic or Standard certificate issued prior to July 1, 1995, may renew the certificate 1 time based on:
1. Verification from employer of continuous satisfactory teaching, or approved leave granted by a school board during the last valid period of the certificate being renewed; or
  2. Verification from employer of continuous employment with an educational agency or institution during the last valid period of the certificate being renewed.
- N. Renewable 6-year certificates.
1. Applicants possessing a valid Basic, ~~or~~ Standard or Temporary certificate issued or renewed prior to July 1, 1995, before July 1, 1997, may renew the certificate based on evidence of continuous satisfactory teaching, other appropriate educational employment, approved leave granted by a school board during the last valid period of the certificate, or as specified below:
- ~~+~~ Requirements are:
- a. ~~Completion of 6 semester hours of upper division or graduate credit from an accredited institution taken since the last renewal of the certificate to be renewed; or~~
  - b. ~~If a program is offered, verification~~ Verification from the Department of Education, a county school superintendent, a school district, or the Dean of a College of Education of completion of a Department of Education approved that the applicant has completed a professional growth program as specified in subsection (O). A professional growth program shall consist of completion of 90 clock hours of continuing professional education, with 15 clock hours equal to 1 semester hour and must be completed during the last valid period of the certificate.
2. ~~An assurance from the State Superintendent of Public Instruction, county superintendent, school district superintendent, or a Dean of a College of Education that a professional growth program meets the criteria specified shall be submitted to the Department of Education by January 1 of each year. A professional growth program shall consist of completion of 90 clock hours of continuing professional education, with 15 clock hours equal to 1 semester hour. Professional growth programs shall also include the formation of a Professional Growth Committee which, as a minimum, shall include an academic instructor, administrator, and 2 additional individuals. For renewal of Vocational Educational certificates, the committee shall consist of, as a minimum, an academic instructor, administrator, vocational instructor, and a business industry representative from the applicant's pro-~~

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gram that are acceptable for determining 90 clock hours, based on:

- a. Courses from accredited colleges and universities, including correspondence courses;
- b. Professional activities such as seminars, institutes, conventions, and workshops;
- c. Activities within a school district which are designed for professional growth;
- d. Practical activities, such as internships in non-public school settings;
- e. Foreign travel.

2. Applicants possessing a valid Standard or Temporary certificate issued or renewed after July 1, 1997, may renew the certificate based on verification from the Department of Education, a county superintendent, a school district, or the Dean of a College of Education that the applicant has completed a professional growth program as specified in subsection (O). A professional growth program shall consist of completion of 180 clock hours of continuing professional education, with 15 clock hours equal to 1 semester hour and must be completed during the last valid period of the certificate.

**O. Professional growth program.**

1. A professional growth programs may be offered by the Department of Education, a county school superintendent, a school district, or the Dean of a College of Education and shall consist of any of the following activities taken during the last valid period of the certificate being renewed:
- a. Courses from accredited colleges and universities related to education or a subject area taught in Arizona public schools, including correspondence courses;
  - b. Professional activities such as seminars, institutes, conventions, and workshops;
  - c. Activities within a school district which are designed for professional growth;
  - d. Practical activities, such as internships in non-public school settings;
  - e. Educational research;
  - f. Serving in a professional leadership role;
  - g. Serving on a regional accreditation team such as North Central Accreditation.
2. Activities listed in subsection (O)(1)(a) through (g) may be sponsored or conducted by any group or organization.

**P.** A provisional vocational certificate as defined in R7-2-607, may be renewed for an additional 1 2-year period upon completion of 5 9 semester hours of course work toward the basic vocational certificate in the same vocational area.

**P-Q.** Teachers holding valid elementary, secondary, or special education certificates and continuing to maintain these certificates will not be subject to the general education requirements when applying for additional certificates.

**Q-R.** All teachers' certificates issued by the State Board of Education prior to the effective dates of R7-2-601, R7-2-602, R7-2-603, R7-2-606, and R7-2-607 are deemed issued in conformance with these rules.

**R-S.** The Director of Certification shall be responsible for:

- 1. Issuance of the appropriate certificates based on the applicant's meeting the Board requirements,
- 2. Collection of proper fees for certification services and the transmittal of said funds to the State Treasurer,
- 3. Implementation of all certification rules and regulations.

**S-T.** A course or examination covering the Arizona and U.S. Constitutions is required prior to or during the initial year of certification for all Arizona ~~certifications~~ certificates, except for

~~substitute, adult education, adult vocational, and professional nonteaching certificates.~~

**T-U.** Certificates may ~~shall~~ be issued on a for 1-year basis and may not be extended to those who have deficiencies in Arizona or U.S. Constitutions, reading, or mathematics content course work but meet all other Board requirements specified.

**U.** Applicants who possess a temporary certificate which expires during the years 1993, 1994, 1995, or 1996 and who have completed at least 20 semester hours of upper division or graduate course work may request a 1-year extension of the certificate. The applicant must complete at least 5 semester hours of upper division or graduate course work during each 1-year extension period to be eligible to apply for additional extensions. A maximum of 4 extensions may be granted.

**V.** Conviction of criminal offenses. Applicants shall certify on forms that are provided by the Department of Education and notarized whether they are awaiting trial on, or have ever been convicted of, or have admitted in open court or pursuant to a plea agreement committing any offense listed in A.R.S. § 15-534(F). Applicants for certification shall not be required to disclose information regarding misdemeanor offenses other than those listed in A.R.S. § 15-534(F).

1. Moral and professional character. Applicants shall certify on forms that are provided by the Department of Education and notarized whether they are awaiting trial on, or have ever been convicted of, or have admitted in open court or pursuant to a plea agreement committing any felony offense. The State Board of Education shall consider evidence of whether an applicant is awaiting trial on, was ever convicted of, or ever admitted in open court or pursuant to a plea agreement committing any felony offense to determine whether the applicant has engaged in immoral or unprofessional conduct pursuant to A.R.S. § 15-203(A)(24). Felony offenses are subject to the review process in accordance with subsection (V)(2).

2. Review process. In determining whether to revoke, issue, or renew certification of a person who has been convicted of or admitted in open court or pursuant to a plea agreement committing any felony offense or any criminal offense listed in A.R.S. § 15-534(F) but not listed in subsection (V)(3), the Board shall consider all relevant and reliable evidence submitted on behalf of any party interested in the certification. ~~In reviewing the nature of the offense, the~~ The Board shall examine the date of the offense, the nature of the offense, whether the offense involved moral turpitude, the judicial disposition of the conviction, the age of the person at the time the offense was committed, and all aggravating and mitigating circumstances of the offense. ~~In reviewing the potential for crimes against children, the~~ The Board shall also examine the criminal record of the person and the potential for crimes against children.

~~4-3.~~ Offenses that are not subject to review. The Board shall revoke, not issue, or not renew the certification of a person who has been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in this state or similar offenses in another jurisdiction:

- a. Sexual abuse of a minor,
- b. Incest,
- c. First-degree murder,
- d. Sexual assault,
- e. Sexual exploitation of a minor,
- f. Commercial sexual exploitation of a minor,
- g. A dangerous crime against children as defined in A.R.S. § 13-604.01,

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- h. Armed robbery,
- i. Sexual conduct with a minor,
- j. Molestation of a child,
- k. Exploitation of minors involving drug offenses.

**R7-2-602. Alternative Certification**

**A.** ~~Teacher intern policy. The State Board may issue a temporary certificate which is valid for 2 years, is nonrenewable, and is designed to provide for the professional improvement needs of the young developing professionals. During this 2-year intern program, the teacher will have available the expertise of the district and the teacher training institution. Successful completion of 4 semesters of an intern program will culminate in a district and university recommendation of a basic certificate. The instructional programs may include:~~

- ~~1. Conference after observations;~~
- ~~2. Informal discussions with local and university experts;~~
- ~~3. Evening and summer seminars;~~
- ~~4. Content course work;~~
- ~~5. Reading assignments;~~
- ~~6. Independent projects providing individual instruction to concentrate on individual needs;~~
- ~~7. Other instructional programs;~~
- ~~8. Each teacher education institution is requested to submit to the State Board of Education a 2-year intern program for consideration and eventual approval by the Board.~~

**B.A.** Alternative secondary certificate: The State Board shall issue a 1-year, nonrenewable, alternative secondary certificate which is valid only for teaching in grades 7-12. If not used, this certificate may be updated to be valid for the subsequent year in accordance with R7-2-601(Q). Requirements are:

- 1. Bachelor's degree from a regionally accredited institution, as defined in R7-2-601(G).
- 2. Passing score on the proficiency examination pursuant to A.R.S. § 15-203(A)(24) of the Arizona Teacher Proficiency Examination.
- 3. A major in each subject to be taught, from a regionally accredited institution as verified by that institution; or a minimum of 30 semester hours in each subject to be taught, from a regionally accredited institution and a passing score on a State Board-approved examination in each subject area to be taught.

**C.B.** Alternative certification training program: Within 30 days after ~~issuing~~ entering into a teaching contract, ~~to an individual with an alternative secondary certificate, the employing school district shall implement~~ begin a teacher training program in conjunction with either the Department of Education or a college or university having an Arizona secondary certification program approved pursuant to R7-2-601(B). The alternative certification training program shall consist of 3 phases and contain the following:

- 1. Four weeks of training to be equally divided between secondary classroom activities and academic instruction on topics which include knowledge of adolescence, classroom management and instruction, development of curriculum, and foundations of education. During this 4-week period the alternatively certificated teacher shall not have any teaching responsibility for students and must be assigned to work with a certificated secondary teacher.
- 2. Ten weeks of secondary classroom teaching and training in which the alternatively certificated teacher has responsibility for the classroom under the direction of an evaluation team or any of its members as described in subsection (B)(4). The team or any of its members shall observe the alternatively certificated teacher for a minimum of 1 full teaching period each week. During this 10-week period ~~The the~~ alternatively certificated teacher

shall ~~also~~ have 40 hours of release time distributed throughout the 10 weeks to allow for continuing academic instruction.

- 3. Twenty weeks of classroom teaching during which the alternatively certificated teacher has sole responsibility for the classroom. Academic instruction shall continue on such topics as prescribed in subsection (B)(1). Observation by the team or any of its members shall continue for a minimum of 1 full teaching period each month.
- 4. The evaluation team shall be comprised of at least the following:
  - a. One teacher with a basic or standard secondary certificate;
  - b. A content area specialist;
  - c. A representative from the Department of Education or from a college or university with an Arizona secondary certification program approved pursuant to R7-2-601(B); and
  - d. A school district evaluator qualified pursuant to A.R.S. § 15-537(D).
- 5. ~~This~~ The evaluation team shall evaluate the alternatively certificated teacher after each phase of the training program. A person who successfully completes the training program will ~~shall not be obligated required~~ to meet the usual professional preparation requirements specified for the temporary or standard secondary teaching certificate.

**D.** ~~Provisional alternative superintendent certificate:~~

~~The State Board may issue a provisional alternative superintendent certificate which is valid for 2 years, is nonrenewable and is valid for grades K-12. If not used, this certificate may be updated to be valid for subsequent 2-year periods. Employment utilizing this certificate is limited to a school district which has an administrative staff structure that includes an individual who is certified at the superintendent's level to supervise curriculum and instruction. Requirements are:~~

- ~~1. A Master's or more advanced degree and demonstrated skills in organization planning, program development, and staff development; and~~
- ~~2. Eight years or more of administrative experience as an executive officer or manager of a business or educational institution.~~

**E.C.** Alternative superintendent certificate.

The State Board may issue an alternative superintendent certificate which is valid for 6 years, ~~is renewable and is valid for grades K-12.~~ Requirements are:

- 1. ~~Qualified for and held a 2-year provisional alternative superintendent certificate. A Master's or more advanced degree and demonstrated skills in organization planning, program development, and staff development; and~~
- 2. ~~Written verification from a local governing board that applicant completed 2 years of administrative experience as a superintendent while possessing a provisional alternative superintendent certificate issued pursuant to this rule. Eight years or more of administrative experience as an executive officer or manager of a business or educational institution; and~~
- 3. ~~Completion, within the 2 years of the provisional alternative superintendent certificate of 12 semester hours of education course work from a school administration program regionally accredited institution as defined in R7-2-601(G), by the National Council for Accreditation of Teacher Education. Such school administration courses course work shall include school law, school finance, and school administration.~~

**R7-2-603. Teacher Certificate Requirements**

A. No change.

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- B. Elementary certificates. Two courses in reading are required prior to or during the initial 1st year of certification for all elementary certificates. Mathematics content course work is required prior to or during the initial 1st year of certification for all elementary certificates.
1. ~~Temporary Standard~~ elementary certificate -- grades K-8, valid ~~8~~ 6 years, ~~nonrenewable~~. Requirements are:
    - a. A Bachelor's degree from a regionally accredited institution.
    - b. A general studies program as established by completion of a Bachelor's degree to include:
      - i. A minor of 18 semester hours in content area.
      - ii. Six semester hours in mathematics content coursework to include the following:
        - (1) Number systems through the rational numbers;
        - (2) Informal geometry including measurement, graphing, geometrical construction, similarity, and congruence;
        - (3) Advanced topics in mathematics including the real number system, elementary probability and statistics, coordinate geometry, number theory, and algebra;
        - (4) Applications of technology, including computers and calculators.
      - iii. Eight semester hours in science content course work to include the following:
        - (1) Biology and physical science;
        - (2) The societal, personal, and career applications of science;
        - (3) The use of inductive and deductive strategies that involve scientific investigation, interpretation of findings, and communication of results.
      - iv. Nine semester hours of fine arts (dance, dramatic arts, music, or visual arts).
    - c. Forty-five semester hours ~~in a major~~ in elementary education, to include courses which teach the skills as set forth in R7-2-605, including at least 8 semester hours of student teaching within grades K-8 or 2 academic years of verifiable, full-time teaching experience within grades prekindergarten-8.
    - d. Passing of the Arizona Teacher Proficiency Examination.
  2. ~~Standard elementary certificate -- grades K-8, valid 6 years, renewable as specified in R7-2-601(A). Requirements are:~~
    - a. ~~Qualify for the temporary elementary certificate.~~
    - b. ~~Completion a Master's degree program from a regionally accredited institution or complete 40 semester hours of upper division or graduate course work from:~~
      - i. ~~A regionally accredited institution.~~
      - ii. ~~In-service programs approved based on 15 classroom hours being equivalent to 1 semester hour of credit, not to exceed 10 semester hours.~~
- C. Secondary certificates certificate:
1. ~~Temporary Standard~~ secondary certificate -- grades 7-12, valid ~~8~~ 6 years, ~~nonrenewable~~. Requirements are:
    - a. A Bachelor's degree from a regionally accredited institution;
    - b. A 30-semester hour major in a subject taught in Arizona high schools. Mathematics majors shall have a minimum of 15 semester hours in calculus or other mathematics courses for which calculus is a prerequisite;
    - c. Thirty semester hours of secondary professional education, to include courses which teach the skills as set forth in R7-2-605, including at least 8 semester hours of student teaching within grades 7-12 or 2 academic years of verifiable, full-time teaching experience within grades 7-postsecondary. Mathematics majors shall have a minimum of 3 semester hours in methods of teaching secondary mathematics;
    - d. Passing of the Arizona Teacher Proficiency Examination.
  2. ~~Standard secondary certificate -- grades 7-12, valid 6 years, renewable as specified in R7-2-601(A). Requirements are:~~
    - a. ~~Qualify for the temporary secondary certificate.~~
    - b. ~~Complete a Master's degree program or complete 40 semester hours of upper division or graduate course work from:~~
      - i. ~~A regionally accredited institution;~~
      - ii. ~~In-service programs will be approved based on 15 classroom hours being equivalent to 1 semester hour of credit, not to exceed 10 semester hours.~~
- D. Special education certificates. Mathematics content course work is required prior to or during the initial year of certification for special education certificates. Terms used in this subsection are as defined in A.R.S. § 15-761.
1. ~~Temporary Standard~~ special education certificate -- grades K-12, valid ~~8~~ 6 years, ~~nonrenewable~~. May be issued in the areas of mental retardation, emotional disability, learning disability, and orthopedic impairment. Requirements are:
    - a. A Bachelor's degree from a regionally accredited institution to include 6 semester hours in mathematics content course work to include the following:
      - i. Number systems through the rational numbers;
      - ii. Informal geometry including measurement, graphing, geometrical constructions, similarity, and congruence;
      - iii. Advanced topics in mathematics including the real number system, elementary probability and statistics, coordinate geometry, number theory, and algebra;
      - iv. Applications of technology, including computers and calculators.
    - b. Eight semester hours in science content course work to include the following:
      - i. Biology and physical science;
      - ii. The societal, person, and career applications of science;
      - iii. The use of inductive and deductive strategies that involve scientific investigation, interpretation of findings, and communication of results.
    - c. Nine semester hours of fine arts (dance, dramatic arts, music, or visual arts).
    - d. Forty-five upper division undergraduate or any graduate semester hours of education courses at a regionally accredited institution. Twenty-one of these semester hours must be in special education, to include courses which teach the skills as set forth in R7-2-605, including at least 8 semester hours of student teaching in a specific special education area of exceptionality within grades K-12 or 2 academic years of verifiable, full-time teaching experience in a specific special education area of exceptionality with grades K-12.



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- f.e. Pass Passing of the Arizona Teacher Proficiency Examination.
2. ~~Standard special education certificate -- grades K-12, valid 6 years, renewable as specified in R7-2-601(N). May be issued in the areas of mental retardation, emotional disability, learning disability, and orthopedic impairment. Requirements are:~~
- a. ~~Qualify for the temporary special education certificate.~~
  - b. ~~A Master's degree or completion of 40 semester hours of upper division undergraduate or any graduate courses from:~~
    - i. ~~A regionally accredited institution;~~
    - ii. ~~In-service programs approved based on 15 classroom hours being equivalent to 1 semester hour of credit, not to exceed 10 semester hours.~~
- 3.2. Temporary Standard severely and profoundly handicapped certificate -- grades K-12, valid & 6 years, nonrenewable. Requirements are:
- a. A Bachelor's degree from a regionally accredited institution;
  - b. Forty-five upper division undergraduate or any graduate semester hours of education courses at a regionally accredited institution. Twenty-one of these semester hours must be in special education, to include courses which teach the skills as set forth in R7-2-605, including at least 8 semester hours of student teaching in the area of severely and profoundly handicapped within grades K-12 or 2 academic years of verifiable, full-time teaching experience in the area of severely and profoundly handicapped within grades prekindergarten -12;
  - c. Pass Passing of the Arizona Teacher Proficiency Examination.
4. ~~Standard severely and profoundly handicapped certificate -- grades K-12, valid 6 years, renewable as specified in R7-2-601(N). Requirements are:~~
- a. ~~Qualify for the temporary severely and profoundly handicapped certificate.~~
  - b. ~~A Masters degree or completion of 40 semester hours of upper division undergraduate or any graduate courses from:~~
    - i. ~~A regionally accredited institution;~~
    - ii. ~~In-service programs approved based on 15 classroom hours being equivalent to one semester hour of credit, not to exceed 10 semester hours.~~
- 5.3. Temporary Standard hearing handicapped certificate -- grades K-12, valid & 6 years, nonrenewable. Requirements are:
- a. A Bachelor's degree from a regionally accredited institution,
  - b. Forty-five upper division undergraduate or any graduate semester hours of education courses at a regionally accredited institution. Twenty-one of these semester hours must be in special education to include courses which teach the skills as set forth in R7-2-605, including at least 8 semester hours of student teaching in the area of hearing handicapped within grades K-12 or 2 academic years of verifiable, full-time teaching experience in the area of hearing handicapped within grades prekindergarten-12.
  - c. Pass Passing of the Arizona Teacher Proficiency Examination.
6. ~~Standard hearing handicapped certificate -- grades K-12, valid 6 years, renewable as specified in R7-1-601(N). Requirements are:~~
- a. ~~Qualify for the temporary hearing handicapped certificate.~~
  - b. ~~A Master's degree or completion of 40 semester hours of upper division undergraduate or any graduate courses from:~~
    - i. ~~A regionally accredited institution;~~
    - ii. ~~In-service programs approved based on 15 classroom hours being equivalent to one semester hour of credit, not:~~
- 7.4. Temporary Visually visually handicapped certificate -- grades K-12, valid & 6 years, nonrenewable. Requirements are:
- a. A Bachelor's degree from a regionally accredited institution.
  - b. Forty-five upper division undergraduate or any graduate semester hours of education courses from a regionally accredited institution. Twenty-one of these semester hours must be in special education, to include courses which teach the skills as set forth in R7-2-605, including at least 8 semester hours of student teaching in the area of visually handicapped within grades K-12 or 2 academic years of verifiable, full-time teaching experience in the area of visually handicapped within grades prekindergarten-12.
  - c. Pass Passing of the Arizona Teacher Proficiency Examination.
8. ~~Standard visually handicapped certificate -- grades K-12, valid 6 years, renewable as specified in R7-2-601(N). Requirements are:~~
- a. ~~Qualify for the temporary visually handicapped certificate.~~
  - b. ~~A Master's degree or completion of 40 semester hours of upper division undergraduate or any graduate courses from:~~
    - i. ~~A regionally accredited institution;~~
    - ii. ~~In-service programs approved based on 15 classroom hours of being equivalent to 1 semester hour of credit, not to exceed 10 semester hours.~~
- 9.5. Temporary Standard speech and language therapy certificate -- grades K-12 valid & 6 years, nonrenewable. Requirements are:
- a. A Bachelor's degree from a regionally accredited institution.
  - b. Forty-five upper division undergraduate or any graduate semester hours of education courses from a regionally accredited institution. Thirty of these semester hours must be in speech and language, to include courses which teach the skills as set forth in R7-2-605, including a minimum of 200 clock hours of supervised clinical practice in speech and language disorders. All clinical practice clock hours must be supervised by an American Speech and Language Association-certified pathologist or by a state-certified speech and language therapist and must be earned in a program ~~taken from~~ conducted by a regionally accredited institution.
  - c. Pass Passing of the Arizona Teacher Proficiency Examination.
10. ~~Standard speech and language therapy certificate -- grades K-12, valid 6 years, renewable as specified in R7-2-601(N). Requirements are:~~

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- a. ~~Qualify for the temporary speech and language therapy certificate.~~
  - b. ~~A Master's degree or completion of 40 semester hours of upper division undergraduate or any graduate course from:~~
    - i. ~~A regionally accredited institution;~~
    - ii. ~~In-service programs approved based on 15 classroom hours being equivalent to 1 semester hour of credit, not to exceed 10 semester hours.~~
  - c. ~~Complete a total of 275 clock hours of supervised clinical practice in speech and language disorders. These clinical clock hours may include those required for the temporary speech and language therapy certificate. All clinical practice clock hours must be supervised by an American Speech and Language Association certified pathologist or by a state-certified speech and language therapist and must be earned in a program taken from a regionally accredited institution.~~
- 11.6 Provisional early childhood handicapped certificate -- preschool, valid 5 years, nonrenewable. Requirements are to possess a valid Arizona temporary or standard special education certificate.
- 12.7 Temporary Standard early childhood handicapped certificate -- preschool, valid 8 6 years, nonrenewable. Requirements are:
- a. A Bachelor's degree from a regionally accredited institution.
  - b. Forty-five upper division or graduate semester hours of education courses from a regionally accredited institution. Twenty-one of these semester hours shall be in early childhood and early childhood special education to include the following courses which teach the skills as set forth in R7-2-605(10).
    - i. Courses shall cover the following content areas: foundations of early childhood handicapped; survey of exceptional children; developmental assessment of preschool handicapped; methods of teaching preschool handicapped children; study of child growth and development; normal and atypical language development; observation, participation, and field experience with preschool children; behavior management.
    - ii. Other course content may include: play as an instructional strategy; working with families of handicapped children and culturally diverse populations; a typical development of preschool children (0-5 years); interdisciplinary and multi-disciplinary approaches to early childhood handicapped; early childhood handicapped adaptations for the severely handicapped child; theories of child development; introduction to research; and practicum in medical aspects of disabilities.
  - c. A minimum of 8 semester hours of student teaching in the area of early childhood handicapped preschool or 2 academic years of verifiable, full-time teaching experience in the area of early childhood handicapped. The student teaching hours shall not be included in the 21 semester hours of early childhood education course work.
  - d. Pass Passing of the Arizona Teacher Proficiency Examination.
13. Standard early childhood handicapped certificate -- preschool, valid 6 years, renewable as specified in R7-2-601(N). Requirements are:
- a. Qualify for the temporary early childhood handicapped certificate.
  - b. A Master's degree or complete 40 semester hours of upper division course work from:
    - i. A regionally accredited institution;
    - ii. In-service programs approved based on 15 classroom hours being equivalent to one semester hour of credit, not to exceed 10 semester hours.
- E. Administrative and non-teaching certificates.-
1. Provisional supervisor certificate -- valid for 1 year, non-renewable, prekindergarten-12. Requirements are:
- a. Arizona elementary, secondary, or special education certificate;
  - b. A Master's degree or more advanced degree from a regionally accredited institution;
  - c. Three years of verifiable classroom teaching;
  - d. Internship in educational supervision, or 2 years of verifiable, educational supervisory experience within grades prekindergarten-12;
  - e. Written notification by the local governing board that the person is to be employed by the school district upon approval of the request for provisional certification;
  - f. Written plan for the completion of certification requirements during the provisional period which indicates that applicant is within 12 graduate semester hours of completing regular Supervisory Certification requirements.
1. Guidance counselor certificate -- grades K-12, valid 6 years, renewable. Requirements are:
- a. A Master's degree from a regionally accredited institution; and
  - b. Completion of a graduate program in guidance and counseling from a regionally accredited institution to include a supervised counseling practicum.
2. Supervisor certificate -- renewable with concurrently held teaching certificate. Required for directors, supervisors, coordinators, consultants, or other titles with similar supervisory duties, prekindergarten-12. Requirements are:
- a. Arizona elementary, secondary, or special education certificate;
  - b. A Master's degree or more advanced degree from a regionally accredited institution;
  - c. Three years of verifiable classroom teaching;
  - d. A minimum of 45 graduate semester hours taken from a regionally accredited institution. This shall include the completion of an approved program in educational supervision which shall consist of a minimum of 18 graduate semester hours or a minimum of 18 graduate semester hours in educational administrative course work, either of which shall include courses which teach the skills as set forth in R7-2-605;
  - e. Internship in educational supervision, or 2 years of verifiable, educational supervisory experience within grades prekindergarten-12.
3. Provisional principal certificate -- valid for one year, non-renewable, prekindergarten-12. Requirements are:
- a. A Master's degree or more advanced degree from a regionally accredited institution;
  - b. Three years of verifiable classroom teaching;



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- ~~e. Internship in educational principalship or 2 years of verifiable experience in the areas of principal, assistant principal, associate principal, or vice principal with grades prekindergarten-12;~~
- ~~d. Written notification by the local governing board that the person is to be employed by the school district upon approval of the request for provisional certification;~~
- ~~e. Written plan for the completion of certification requirements during the provisional period which indicates that applicant is within 12 graduate semester hours of completing regular principal certification requirements.~~
- 4-3. Principal certificate -- grades prekindergarten-12, valid for 6 years, renewable as specified in R7-2-601(N). Required for all principals, assistant principals, associate principals, or vice principals or others with similar administrative duties. Requirements are:
  - a. A Master's degree or more advanced degree from a regionally accredited institution;
  - b. Three years of verifiable classroom teaching;
  - c. A minimum of 54 graduate semester hours taken from a regionally accredited institution. This shall include the completion of an approved program in educational administration for principals which shall consist of a minimum of 30 graduate semester hours in educational administrative course work, either of which shall include courses which teach the skills as set forth in R7-2-605;
  - d. Internship in educational principalship or 2 years of verifiable experience in the areas of principal, assistant principal, associate principal, or vice principal within grades prekindergarten-12.
- 5. ~~Provisional superintendent certificate valid for 1 year, nonrenewable, prekindergarten-12. Requirements are:~~
  - ~~a. A Master's degree or more advanced degree from a regionally accredited institution;~~
  - ~~b. Three years of verifiable classroom teaching;~~
  - ~~c. Internship in superintendency or 2 years of verifiable experience as a superintendent, assistant, or associate superintendent with grades prekindergarten-12;~~
  - ~~d. Written notification by the local governing board that the person is to be employed by the school district upon approval of the request for provisional certification;~~
  - ~~e. Written plan for the completion of certification requirements during the provisional period which indicates that applicant is within 12 graduate semester hours of completing regular superintendent certification requirements.~~
- 6-4. Superintendent certificate -- grades prekindergarten-12, valid for 6 years, renewable as specified in R7-2-601(N). Required for district chief executive officers regardless of title, superintendents, assistant or associate superintendents, and others with similar district-level administrative duties. Requirements are:
  - a. A Master's degree or more advanced degree from a regionally accredited institution;
  - b. Three years of verifiable classroom teaching;
  - c. A minimum of 60 graduate semester hours taken from a regionally accredited institution. This shall include the completion of an approved program in education administration for superintendents which shall consist of a minimum of 36 graduate semester hours or a minimum of 36 graduate semester hours in educational administrative course work, either of which shall include courses which teach the skills set forth in R7-2-605;
- d. Internship in superintendency or 2 years of verifiable experience as superintendent, assistant or associate superintendent within grades pre-kindergarten-12.
- 7. ~~Provisional supervisor of school psychologist certificate grades prekindergarten-12, valid 1 year, nonrenewable. Requirements are:~~
  - ~~a. Arizona school psychologist certificate;~~
  - ~~b. A Master's degree or more advanced degree from a regionally accredited institution;~~
  - ~~c. Three years of verifiable experience as a school psychologist certificate was required;~~
  - ~~d. An internship in educational supervision, or 2 years of verifiable, educational supervisory experience within grades K-12;~~
  - ~~e. Written notification by the local governing board that the person is to be employed by the school district upon approval of the request for provisional certification;~~
  - ~~f. Written plan for the completion of certification requirements during the provisional period which indicates that the applicant is within 12 graduate semester hours of completing the supervisor of school psychologist certification requirements.~~
- 8. ~~Supervisor of school psychologist certificate grades prekindergarten-12, renewable with concurrently held school psychologist certificate. Requirements are:~~
  - ~~a. Arizona school psychologist certificate;~~
  - ~~b. A Master's degree or more advanced degree from a regionally accredited institution;~~
  - ~~c. Three years of verifiable experience as a school psychologist for which a valid school psychologist certificate was required;~~
  - ~~d. A minimum of 45 graduate semester hours. This shall include the completion of a State Board approved 18 graduate semester hour program in education administration or supervision or 18 graduate semester hours in educational administrative course work, either of which shall include courses which teach the skills as set forth in R7-2-605;~~
  - ~~e. An internship in educational supervision, or 2 years of verifiable, educational supervisory experience within grades K-12.~~
- F. ~~Certified professional nonteaching personnel:~~
  - 1. ~~School psychometrist certification grades prekindergarten-12, valid 6 years, renewable as specified in R7-2-601(N). Requirements are: Applicants shall complete, as part of or in addition to a Master's degree or more advanced degree from a regionally accredited institution, 30 semester hours and a practicum of 100 clock hours in school psychometry in a school psychology program accredited by the American Psychological Association, National Association of School Psychologists, or a program in school psychometry from a regionally accredited institution. The completion of such a program must be verified in writing by the school psychology program director of the institution where completed.~~
  - 2. ~~School psychologist certificate grades prekindergarten-12, valid 6 years, renewable as specified in R7-2-601(N). Requirements are:~~
    - ~~a. Complete, as part of or in addition to a Master's degree or more advanced degree from a regionally accredited institution, 60 graduate semester hours~~

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and an internship of 1000 clock hours in a school psychology Association, National Association of School Psychologists, or a program in school psychology from a regionally accredited institution. The completion of such a program must be verified in writing by the institution where completed; or

- b. Written verification that applicant has been granted a diploma in school psychology by the American Board of Professional Psychology.

3. School nurse certification—grades prekindergarten-12, valid 3 years, renewable once, valid 6 years thereafter:

- a. Requirements for initial certification shall be possession of a valid Arizona Registered Nurse's License.  
b. Requirements for renewal of certificate shall be possession of a valid Arizona Registered Nurse's License and educational requirements established by the Arizona State Board of Nursing.

G. Noncertified professional nonteaching personnel—School districts shall use the following guidelines in employing school social workers:

1. School social worker, guidelines only, no certification. Guidelines are Master of Social Work or equivalent professional social work degree from an accredited graduate school of social work; and one year of field instruction in a school system, one year of employment as a school social worker, or 6 semesters hours of organization, operation, or philosophy of public schools.  
2. Assistant school social worker, guidelines only, no certification. Must be supervised by a school social worker employed by the same school district. Guideline is Master of Social Work or equivalent professional social work degree from an accredited school of social work.

H. F. Substitute certificate -- grades K-12, limited to 120 days of substitute teaching each school year, valid for 6 years and renewable for 6-year intervals by reapplication and payment of renewal fee, not subject to the provisions of R7-2-601(N).

1. Entitles holder to substitute in the absence of a regular contract teacher, and may be extended by the county school superintendent beyond the 120 day limit at the request of local school district.
2. Requires a Bachelor's degree or completion of a teacher education program offered by a regionally accredited institution, to include student teaching or 2 years of classroom teaching within grades K-12.
3. The annual recording of a current certificate at the office of the county school superintendent revalidates the substitute certificate for payroll purposes in that county.
- 4.3. A substitute teacher may not be used to fill a vacancy in a assigned a contract teaching position, and is limited to 120 days in the same school each school year.
- 5.4. Substitute certificates previously issued as valid for life under this rule shall remain valid for life.

I. G. Emergency teaching certificate—valid 1 school year or part thereof.

1. Entitles holder to enter into a teaching contract.
2. Limited to elementary, secondary, special education, and special subject and nonteaching endorsements.
3. Application shall be filed no earlier than 30 days prior to opening of school. Requirements are:
  - a. Verification of emergency by the school district superintendent, and concurrence by the county school superintendent, and approval by the Director of Certification that an emergency employment situation exists. When the school requesting emergency status is a Bureau of Indian Affairs school, a Bureau of Indian Affairs grant school, or a tribally controlled or contract school, concurrence by a county school superintendent is not required.

- b. A Bachelor's degree or completion of a teacher education program, taken from a regionally accredited institution including to include student teaching or 2 years of classroom teaching within grades K-12.

4. Reissuance requirements are:

- a. Verification of emergency by the school district superintendent, and concurrence by the county school superintendent, and approval by the Director of Certification that an emergency employment situation exists.
- b. Six semester hours toward the meeting the requirements for certification for which application has been made, taken during the last valid period of the certificate.
- c. One course or examination in Arizona and United States Constitutions.

J. H. Emergency substitute certificate -- valid one school year or part thereof and limited to 120 days of substitute teaching in elementary, secondary, or special education. Requirements are: Applicant must possess a high school diploma or GED for initial issuance of the certificate.

1. Entitles holder to substitute in the specified school district and may not be extended beyond 120 day limit. Initial issuance of the certificate requires a high school diploma.
2. Required verification Verification of emergency by the school district superintendent, and concurrence concurrence by the county school superintendent, and approval by the Director of Certification that an emergency employment situation exists. When the school requesting emergency status is a Bureau of Indian Affairs school, a Bureau of Indian Affairs grant school, or a tribally controlled or contract school, concurrence by a county school superintendent is not required.
3. Applicants who have not completed a minimum of 30 semester hours of academic course work from a regionally accredited institution must complete 2 6 semester hours of academic course work to qualify for each reissuance. A maximum of 10 semester hours of academic course work credit may be accepted for district in-service programs based on 15 in-service classroom hours for each semester hour:
  - a. Two semester hours of academic coursework; or
  - b. Thirty clock hours of district in-service; or
  - c. Thirty days of teaching experience under the direct supervision of a certificated teacher.Verification Proof of in-service hours or teaching experience shall be provided in writing by the district superintendent or personnel director.
4. An emergency substitute teacher may not be used to fill a vacancy in a contract teaching position and may not be used to serve in any one classroom for more than 20 working days.

K. I. Teaching intern certificate. Designed to provide for the professional improvement needs of the young developing professionals. Applicants who are in progress beyond the junior or 3rd year (90 semester hours) in an approved teacher preparation program in an Arizona institution may, upon recommendation of the Dean of the College of Education, receive an intern certificate. The following conditions are applicable:

1. This certificate is limited to a 2 one-year period and is not renewable.
2. The intern program must be well defined and must be an experimental program to test ideas in teacher education.

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This certificate requires the recommendation of the Dean of a College of Education.

3. The intern certificate will entitle the holder to carry intern or paraprofessional duties in whatever grades or levels assigned.
4. The student must be engaged in clinical experience under the direct supervision of qualified college and school organization personnel.

~~L. Adult education certification valid 6 years, renewable by reapplication and payment of renewal fee, not subject to the provisions of R7-2-601(N). May be issued in the areas of adult basic education, general education development, English as a 2nd language, and citizenship. An adult education certificate to teach in any public school may be issued to individuals in the following categories for a period of one year:~~

- ~~1. A teacher in any college belonging to an approved accrediting association.~~
- ~~2. Holder of any Arizona teaching certificate.~~
- ~~3. An individual who has exhibited outstanding performance. The applicant must be a college graduate or have at least 5 years' successful experience in the field to be taught, supported by a letter of recommendation from another reputable worker in the same field and a letter of recommendation from the administrator for whom he intends to work to the effect that the individual is the best qualified teacher than available in that field. This certificate in and of itself does not entitle the holder to teach in a common school or high school for which regular state certification is required.~~

~~M. Associate teaching authorization grades 9-12, valid for one year, renewable only twice.~~

- ~~1. This authorization restricts the holder to teaching part-time or for no more than one-half of a school year.~~
- ~~2. The holder of this authorization shall teach under the general supervision of a teacher holding a Temporary or Standard Certificate.~~
- ~~3. The associate teacher must be evaluated at least once a semester by the principal of the school, the district superintendent, or head of the school district.~~
- ~~4. The associate teacher may supervise pupils in instructional activities without the physical presence of certificated personnel.~~
- ~~5. This authorization is restricted to the specific school and assignment covered by the local governing board contract.~~
- ~~6. Holders of this authorization are subject to R7-2-205 (Certification, suspension and revocation).~~
- ~~7. An applicant for the State Board associate teacher authorization shall submit to the Department, Teacher Certification Division:~~
  - ~~a. An application no earlier than 30 days prior to the opening of school.~~
  - ~~b. A written notarized statement from the local governing board on letterhead stationery indicating that it is unable to hire an acceptable certified teacher for the position for the time period of the contract with the associate teacher.~~
  - ~~c. Proof of receipt of a Bachelor's degree from a regionally accredited institution.~~
  - ~~d. Evidence of a major of no less than 30 semester hours or a minor of no less than 18 semester hours in the subject to be taught.~~
- ~~8. In order to receive this authorization, an applicant must also:~~
  - ~~a. Pass the reading, grammar, and mathematics components of the Arizona Teacher Proficiency Examina-~~

~~tion.~~

- ~~b. Demonstrate minimum teaching skills to the employing school district by undergoing a structured interview and presenting a teaching lesson. The interview and presentation of teaching lesson shall be conducted at the local school district.~~

**R7-2-606. Endorsements**

Endorsements are riders on certificates that note areas of expertise and, without fee, except as noted, are automatically renewed with concurrently held certificate certificates without fee. A regionally accredited institution shall be an institution as defined in R7-2-601(G). All endorsements are optional, except as noted. Optional endorsements may be required by local governing boards.

~~1. School librarian endorsement:~~

- ~~a. Temporary school library media specialist endorsement, grades K-12, valid for 8 years, nonrenewable. Requirements are:~~
  - ~~i. Arizona elementary, secondary, or special education certificate.~~
  - ~~ii. One year successful performance as a classroom teacher as verified in writing by the district superintendent or head of district.~~
  - ~~iii. Eighteen upper division or graduate semester hours which lead to demonstrated competency in the areas of cataloging and classification, reference, principles and policies or selection, and use of instructional resources, administration of school libraries for children or adolescents, and a school library practicum. The courses must provide instruction leading to competency in the School Library Media Skill Requirements as outlined in R7-2-605.~~
- ~~b. Standard school library media specialist endorsement, grades K-12. Requirements are:~~
  - ~~i. Qualify for a temporary school library media specialist endorsement.~~
  - ~~ii. A Master's degree in library and information science or in education with a preparation in library and information science or 40 semester hours of graduate course work which lead to demonstrated competency in the areas of curriculum and instruction, media communications, and instructional technology from at least one of the following sources and must provide instruction leading to competency in the School Library Media Skill Requirements as outlined in R7-2-605:~~
    - ~~(1) A regionally accredited institution.~~
    - ~~(2) In-service programs approved based on 15 classroom hours being equivalent to one semester hour of credit, not to exceed 10 semester hours.~~

~~2. Guidance counselor endorsement, grades K-12. Requirements are:~~

- ~~a. Arizona elementary, secondary, special education, or K-12 vocational teaching certificate.~~
- ~~b. Three years of verifiable classroom teaching for which a valid teaching certificate was required.~~
- ~~c. A Master's degree from a regionally accredited institution.~~
- ~~d. Completion of an approved graduate program in school guidance and counseling from a regionally accredited institution to include a supervised school counseling practice.~~

~~3-1. Reading specialist endorsement, grades K-12. The reading endorsement is required for all personnel serving in~~

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the positions of reading specialist, reading consultant, remedial reading teacher, special reading teacher, or similar titles. Requirements are:

- a. Arizona elementary, secondary, or special education certificate;
  - b. ~~A Master's degree or 30 semester hours beyond the Bachelor's degree;~~
  - c. ~~Fifteen~~ Eighteen semester hours of upper division or graduate level course work taken from a regionally accredited institution in reading to include decoding in reading, diagnosis and remediation of reading difficulties, research, and practicum or internship in reading.
4. ~~Driver education endorsement. Requirements are:~~
- a. ~~Arizona teaching certificate;~~
  - b. ~~Arizona driver's license and course work in safety education, driver and highway safety education, and driver education laboratory experience; or 3 years of experience as a driver education teacher;~~
  - c. ~~Course work in safety education, driver and highway safety education, and driver education laboratory experience;~~
  - d. ~~A driving record with no more than 6 violation points and no revocation or suspension of driver's license within 2 years prior to application;~~
  - e. ~~If endorsement is denied on basis of an unacceptable driving record, the applicant must, in order to be considered for certification, maintain a driving record free of convictions from moving violations or chargeable accident for 2 years after the last conviction;~~
- 5-2. Art, music, dance, dramatic arts, physical education, or technology education endorsement, grades K-12. The content area endorsement is required for all personnel who sole assignment is as the primary deliverer of that content area. Certified teachers employed as the primary deliverer of dance or dramatic arts prior to May 2, 1991, shall be exempt from this rule. Requirements are:
- a. Arizona elementary, secondary, or special education certificate,
  - b. Elementary or secondary methods of teaching special subject area.
  - c. Thirty ~~Forty~~ semester hours in special subject area.
- 6-3. Provisional bilingual education endorsement, grades K-12, valid 3 one year years, nonrenewable, twice. Each renewal requires 6 additional semester hours in courses specified in subparagraph (7)(b) of this rule. A provisional bilingual education endorsement shall be required of all personnel serving as a bilingual classroom teacher, bilingual resource teacher, bilingual specialist, or other teacher responsible for providing bilingual instruction except for those persons possessing a bilingual education endorsement pursuant to this rule. Requirements are:
- a. Arizona elementary, secondary, or special education certificate;
  - b. Proficiency in the language other than English as specified in subsection ~~(7)~~(4)(d).
- 7-4. Bilingual education endorsement, grades K-12, valid for grade level of certificate. The bilingual education endorsement shall be required of all personnel serving as bilingual classroom teachers, bilingual resource teachers, bilingual specialists, or other teachers, bilingual resource teachers, bilingual specialists, or other teachers responsible for providing bilingual instruction except for those persons possessing a provisional bilingual education endorsement pursuant to this rule. The holder of this

endorsement is authorized to teach English as a 2nd language. Requirements are:

- a. Arizona elementary, secondary, or special education certificate.
- b. Completion of an approved program in bilingual education or 21 semester hours from a regionally accredited institution in courses specified in this subsection. Fifteen of these hours shall be in courses at the upper division undergraduate or graduate levels. However, American Indian linguistics may be taken at the lower division undergraduate level, leaving a total of 12 semester hours required at the upper division undergraduate or graduate levels.
  - i. Three semester hours of courses in foundation of instruction for non-English-language-background students.
  - ii. Nine semester hours of upper division undergraduate or graduate level course in methodology appropriate to the grade level of the certificate to include:
    - (1) Bilingual methods, materials, and curriculum, student assessment, and teaching reading and writing in the native language. These courses shall have been taught using the non-English language in which proficiency is to be verified pursuant to this subsection.
    - (2) English as a 2nd language for bilingual settings and teaching reading and writing to limited-English-proficient students.
  - iii. Three semester hours of courses in linguistics to include:
    - (1) Upper division undergraduate or graduate level courses in psycholinguistics, sociolinguistics, 1st language acquisition, and 2nd language acquisition for language minority student; or
    - (2) American Indian language linguistics.
  - iv. Three semester hours of instruction in courses dealing with school, community, and family culture and parental involvement in programs of instruction for non-English-language-background students.
  - v. Three semester hours in courses at the upper division undergraduate or graduate level in methods of teaching and evaluating handicapped children from non-English-language backgrounds. These hours are only required for bilingual endorsements on special education certificates.
  - vi. For elementary and secondary certificates only, 3 semester hours in courses selected from:
    - (1) Subsections ~~(4)~~(b)(ii), (iii), or (v);
    - (2) An upper division undergraduate or graduate level language course for teaching content areas in the non-English language in which proficiency is to be verified pursuant to this subsection;
    - (3) An upper division undergraduate or graduate level course on the nature and grammar of the English language.
- c. Student teaching from a regionally accredited institution in a bilingual setting at the appropriate grade level of the certificate or 2 years of successful bilingual teaching experience at the appropriate grade level of the certificate, as verified in writing by the

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- district superintendent or head of district.
- d. Proficiency in the language other than English shall be verified by the language department of a regionally accredited institution except in the case of ~~Spanish and American Indian languages, which shall be verified in writing by an official designated by the appropriate tribe.~~
- i. ~~Spanish language proficiency shall be demonstrate by passing the Arizona Classroom Spanish Proficiency Examination administered by the University of Arizona, North Arizona University, Arizona State University, or Grand Canyon University.~~
- ii. ~~American Indian language proficiency shall be verified in writing by an official designated by the appropriate tribe.~~
- 8-5. Provisional English as a 2nd language (ESL) endorsement, grades K-12, valid one 3 year years, nonrenewable twice. Each renewal requires 6 additional semester hours in courses specified in subdivision (9)(b) of this rule. The provisional ESL endorsement shall be required of all personnel serving in the capacity of ESL classroom teacher, ESL specialist, ESL resource teacher, or any other teacher responsible for providing ESL instruction except for those persons possessing an ESL endorsement pursuant to this rule. Requirements are:
- a. Arizona elementary, secondary, or special education certificate;
- b. Six semester hours in courses specified in subsection (96)(b), 3 of which shall be from subsection (96)(b)(ii).
- 9-6. English as a 2nd language (ESL) endorsement, grades K-12 valid for grade level of certificate. The ESL endorsement shall be required of all personnel serving in the capacity of ESL classroom teacher, ESL specialist, ESL resource teacher, or any other teacher responsible for providing ESL instruction except for those persons possessing a provisional ESL endorsement pursuant to paragraph (85). Individuals teaching in bilingual or English as a 2nd language programs for 2 years may petition to have the courses in subsections (96)(b)(iv) and (96)(b)(v) waived upon receipt of a letter from the district superintendent or head of the district verifying that they have been successfully teaching in 1 or both programs for 2 years. Requirements are:
- a. Arizona elementary, secondary, or special education certificate;
- b. Completion of a ~~an approved~~ program in English as a 2nd language or 21 semester hours from a regionally accredited institution in courses specified in subdivisions (96)(b)(i) through (v). Fifteen of these hours shall be in courses at the upper division undergraduate or graduate levels. However, American Indian linguistics may be taken at the lower division undergraduate level, leaving a total of 12 semester hours required at the upper division undergraduate or graduate levels.
- i. Three semester hours of courses in linguistics to include:
- (1) Upper division undergraduate or graduate level courses in psycholinguistics, sociolinguistics, 1st language acquisition, and 2nd language acquisition for language minority students; or
- (2) American Indian language linguistics.
- ii. Nine semester hours in courses appropriate to the grade level of the certificate to include ESL methods; the teaching of reading and writing to limited-English-proficient students and assessment of limited-English-proficient students. These courses shall be at the upper-division undergraduate or graduate levels.
- iii. Three semester hours in courses at the upper division undergraduate or graduate levels on the nature and grammar of the English language.
- iv. Three semester hours of instruction in courses dealing with school, community, and family culture and parental involvement in programs of instruction for non-English-language-background students.
- v. Three semester hours of a supervised practicum or internship appropriate to the grade level of the certificate from a regionally accredited institution or 2 years of successful ESL or bilingual teaching experience at the appropriate grade level of the certificate as verified in writing by the district superintendent or head of district.
- c. Second language learning experience as documented by any of the following:
- i. Six semester hours in courses in a single 2nd language;
- ii. Completion of intensive language training by the Peace Corps, the Foreign Service Institute, or the Defense Language Institute;
- iii. Placement by the language department of a regionally accredited institution in a 3rd-semester level;
- iv. Placement at level 1-intermediate/low or more advanced score on the Oral Proficiency Interview as verified in writing by an official authorized by the American Council for the Teaching of Foreign Languages (ACTFL);
- v. Passage of the Arizona Classroom Spanish Proficiency Examination administered by the University of Arizona, Northern Arizona University, Arizona State University, or Grand Canyon University;
- vi. Demonstration of American Indian language proficiency as verified in writing by an official designate by the appropriate tribe;
- vii. Second language learning experience equivalent to 6 semester hours as verified in writing by an official of the department of language, education, or English at a regionally accredited institution.
- 10-7. Middle level teaching endorsement, -- grades 5-9, optional. Requirements are:
- a. Arizona elementary or secondary certificate;
- b. Six semester hours of upper division or graduate course work taken from a regionally accredited institution, in middle level professional education course work to include:
- i. A course in early adolescent psychology;
- ii. A course in middle level curriculum;
- iii. Student teaching with grades 5-9 or one academic year of verifiable, full-time teaching experience within grades 5-9.
11. ~~Exploratory health occupations.~~
- a. ~~Arizona elementary, secondary, or special education certificate;~~

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- b. ~~Twenty-four semester hours with appropriate distribution of courses in biological and behavioral sciences.~~

~~12.8.~~ Provisional teacher of the gifted endorsement, --grades K-12, valid for 2 3 years, nonrenewable twice. The provisional gifted endorsement shall be required of all State Board-certified teachers of the gifted or those individuals serving positions with the gifted and those certificated teachers who daily instructional contacts include a majority of students gifted in that area of instruction, except for those individuals possessing a gifted endorsement pursuant to this rule. Requirements are:

- a. Arizona elementary, secondary, or special education certificate; and
- b. Two years of teaching experience in a classroom or special program in which a majority of students are gifted in that area of instruction as verified in writing by the district superintendent or head of district; or 90 clock hours of documented in-service training in gifted education, to include the skills set forth in R7-2-605, as verified in writing by the school district governing board or its designee or completion of at least 6 semester hours of courses which teach the skills set forth in R7-2-605.

~~13.9.~~ Teacher of the gifted Gifted endorsement, grades K-12, renewable and valid for grade level and term of certificate held by applicant. The gifted endorsement shall be required of all State Board-certified teachers of the gifted or those individuals serving positions with the gifted and certificated teachers whose daily instructional contacts include a majority of students gifted in that area of instruction, except for those individuals possessing a provisional gifted endorsement pursuant to this rule. Requirements are: an Arizona elementary, secondary, or special education certificate, and applicants must fulfill the requirements of 1 of the following 2 options:

- a. Option A. Three years of full-time experience in gifted education, ~~or the equivalent thereof,~~ as a teacher, resource teacher, specialist, or other similar position, as verified in writing by the district superintendent or head of district plus a minimum of 135 clock hours of documented in-service training in gifted education or 9 semester hours in gifted education courses from ~~an a~~ a regionally accredited institution to include the skills set forth in R7-2-605, as verified by the school district governing board or its designee, ~~shall meet the requirements of this endorsement.~~
- b. Option B.
  - i. ~~Arizona elementary, secondary, or special education certificate.~~
  - ii-i. Completion of 12 semester hours of courses dealing with the education of the gifted from a regionally accredited institution to include courses which teach the skills set forth in R7-2-605.
  - iii-ii. Completion of 9 upper-division undergraduate or ~~any~~ graduate semester hours in an academic discipline such as science, mathematics, language arts, foreign language, social studies, psychology, fine arts, or computer science from a regionally accredited institution.
  - iv-iii. Completion of 6 semester hours of practicum with the gifted from a regionally accredited institution or 2 years of full-time teaching experience at the appropriate grade level of the cer-

tificate in a classroom or resource room for the gifted, verified in writing by the district superintendent or head of the district.

- ~~iv.~~ Fifteen clock hours of documented in-service training in gifted education, to include the skills set forth in R7-2-605, as verified in writing by the school district governing board or its designee, may be substituted for each hour of courses required in subsection (9)(b) for a maximum of 6 semester hours.

~~14.10.~~ Mathematics specialist endorsement, grades K-8, optional. Requirements are:

- a. Arizona elementary or special education certificate,
- b. Three semester hours in the methods of teaching elementary school mathematics,
- c. Eighteen semester hours in mathematics education as follows:
  - i. May include no more than 3 semester hours of in-service programs based on 15 classroom hours being equivalent to 1 semester hour;
  - ii. Nine semester hours in mathematics content to include 3 of the following:
    - (1) Algebraic concepts for teacher of elementary and middle school mathematics;
    - (2) Probability and statistics for teachers of elementary and middle school mathematics;
    - (3) Geometry concepts for teachers of elementary and middle school mathematics;
    - (4) The nature and origin of mathematics for teachers of elementary and middle school mathematics;
    - (5) Number theory concepts for teachers of elementary and middle school mathematics;
  - iii. Nine semester hours in mathematics education to include 3 of the following:
    - (1) Mathematics curriculum and instruction for the elementary and middle grades;
    - (2) Teaching mathematics as problem solving in elementary and middle schools;
    - (3) Mathematics diagnosis and remediation in elementary and middle schools;
    - (4) Applications of technology in the teaching of elementary and middle school mathematics,
    - (5) The cognitive growth and development of the mathematics learner in the elementary and middle grades.

~~15.~~ Provisional primary level teaching endorsement grades K-3, valid 3 years, nonrenewable, optional. Requirements are:

- a. ~~Arizona elementary certificate.~~
- b. ~~Twelve semester hours in early childhood education courses which teach the skills set forth in R7-2-605, to include 3 semester hours in each of the following areas:~~
  - i. ~~Early childhood growth and development;~~
  - ii. ~~Curriculum and instruction for primary age children;~~
  - iii. ~~Assessment and evaluation of the primary age child;~~
  - iv. ~~Parent, family, and community involvement in primary education.~~

~~16.~~ Primary level teaching endorsement grades K-3, optional. Requirements are:



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- a. ~~Arizona elementary certificate;~~
- b. ~~Qualify for provisional primary level teaching endorsement;~~
- c. ~~A Master's degree program:~~
  - i. ~~With a major in early childhood education, or~~
  - ii. ~~With a major in elementary education with an emphasis in early childhood education or child development;~~
- d. ~~Eighteen semester course hours, 12 of which shall be upper or graduate level in early childhood education, and may include the 12 hours required for the provisional primary level endorsement. District early childhood in-service programs shall be approved based on 15 classroom hours being equivalent to 1 semester hour of credit, not to exceed 6 semester hours. Three of the 18 equivalent semester hours may be obtained by completion of the Arizona Department of Education K-3 Teachers' Academy. Six of the 18 equivalent semester hours may be a combination of work completed from an accredited community college or through a district early childhood in-service program;~~
- e. ~~Student teaching within grades K-3, or 2 academic years of verifiable teaching experience with children ages 4-8.~~

17-11. Elementary foreign language endorsement, grades K-8;  
optional. The elementary foreign language endorsement is required for all personnel whose sole assignment is as a foreign language instructor within grades K-8. Requirements are an Arizona elementary, secondary, or special education certificate, and applicants must fulfill the requirements of 1 of the following 3 options:

- a. Option A:
  - i. Arizona elementary or special education certificate;
  - ii. Proficiency in a language other than English shall be verified in writing by the appropriate language department of an a regionally accredited institution. Such verification shall include proficiency in speaking, reading, and writing. American Indian language proficiency shall be verified in writing by an official designated by the appropriate tribe.
  - iii. Three semester hours in the methods of teaching a foreign language or 2nd language at the elementary level.
  - iii. Three semester hours in child development.
- b. Option B:
  - i. Arizona elementary or special education certificate;
  - ii. Arizona bilingual education endorsement.
  - ii. Three semester hours in child development.
- c. Option C:
  - i. Arizona elementary or special education certificate;
  - ii. Arizona English as a 2nd language (ESL) endorsement.
  - iii. Proficiency in a language other than English shall be verified in writing by the appropriate language department of an a regionally accredited institution. Such verification shall include proficiency in speaking, reading, and writing. American Indian language proficiency shall be verified in writing by an official designated by the appropriate tribe.
  - iii. Three semester hours in child development.

- d. Option D:
  - i. Arizona secondary certificate with a major in a foreign language other than English.
  - ii. Proficiency in a language other than English shall be verified in writing by the appropriate language department of an accredited institution. Such verification shall include proficiency in speaking, reading, and writing. American Indian language proficiency shall be verified in writing by an official designated by the appropriate tribe.
  - iii. Three semester hours in child development.
  - iv. Three semester hours in the methods of teaching a foreign language or 2nd language at the elementary level.
- e. Option E:
  - i. Arizona secondary certificate;
  - ii. Arizona bilingual education endorsement;
  - iii. Three semester hours in child development;
  - iv. Three semester hours in the methods of teaching a foreign language or 2nd language at the elementary level.
- f. Option F:
  - i. Arizona secondary certificate;
  - ii. Arizona English as a 2nd language (ESL) endorsement;
  - iii. Proficiency in a language other than English shall be verified in writing by the appropriate language department of an accredited institution. Such verification shall include proficiency in speaking, reading, and writing. American Indian language proficiency shall be verified in writing by an official designated by the appropriate tribe;
  - iv. Three semester hours in child development;
  - iv. Three semester hours in the methods of teaching a foreign language or 2nd language at the elementary level.

**R7-2-607. Vocational Education Certification**

- A. Certificates. Except as noted, all certificates are subject to the general certification provisions specified in R7-2-601. A regionally accredited institution shall be an institution as defined in R7-2-601(G).
  - 1. Provisional vocational ~~technological~~ education certificate in the area of agriculture--grades K-12, valid ~~one 2~~ 2 year years, renewable as specified in R7-2-601(P). Requirements are:
    - a. Option A requirement is 6000 clock hours of occupational experience in area to be taught.
    - b. Option B requirements are:
      - i. A Bachelor's degree from a regionally accredited institution to include 18 semester hours in the area to be taught.
      - ii. Two thousand clock hours of occupational experience in the area to be taught.
  - 2. Basic vocational ~~technological~~ education certificate in the area of agriculture -- grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are:
    - a. A Bachelor's degree from a regionally accredited institution. Qualification for the provisional vocational certificate in the area of agriculture.
    - b. Fifty Thirty semester hours in agriculture with 5 semester hours in each 3 of the following: animal science, plant science including soils, agriculture agricultural engineering, economics or agricultural economics, or agricultural resources.

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- c. Eighteen semester hours of professional preparation with course work in each of the following areas: methods of teaching ~~vocational~~ agriculture, curriculum and materials of instruction, student teaching in ~~vocational~~ agriculture within grades K-12.
  - d. Two years of classroom teaching in ~~vocational~~ agriculture with grades K-12 may be accepted in lieu of the student teaching.
  - e. ~~Two thousand clock hours in agricultural occupations.~~
3. ~~Standard vocational technological education certificate in the area of agriculture — grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are:~~
- a. ~~Qualify for a basic vocational certificate in the area of vocational agriculture education;~~
  - b. ~~A Master's degree or 30 semester hours beyond a Bachelor's degree from a regionally accredited institution.~~
- 4.3. Provisional vocational technological education certificate in the area of marketing — grades K-12, valid one 2 years, renewable as specified R7-2-601(P). Applicants must meet all of the requirements in 1 of the following 2 options:
- a. Option A: requirement is 6000 clock hours of occupational experience in the area to be taught.
  - b. Option B: requirements are:
    - i. A Bachelor's degree from a regionally accredited institution with a major in marketing.
    - ii. Six semester hours in each of the following: marketing, management and finance.
    - iii. Two thousand clock hours of occupational experience in the area to be taught or directed observation course in marketing occupations.
- 5.4. Basic vocational technological education certificate in the area of marketing — grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are:
- a. Qualify ~~Qualification~~ for Option B for provisional vocational certificate in the area of vocational marketing.
  - b. Twelve semester hours of professional vocation preparation course work distributed in each of the following: ~~method~~ methods of teaching marketing education, curriculum and materials of instruction for marketing education, and student teaching in marketing or business within grades K-12.
  - c. ~~Two thousand clock hours in distributive occupations.~~ Two years of classroom teaching in marketing or business within grades K-12 may be accepted in lieu of student teaching.
6. ~~Standard vocational technological education certificate in the area of marketing — grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are:~~
- a. ~~Qualify for a basic vocational certificate in the area of vocational marketing.~~
  - b. ~~A Master's degree or 30 semester hours beyond a Bachelor's degree from a regionally accredited institution.~~
- 7.5. Provisional vocational technological education certificate in the area of health occupations -- grades K-12, valid one 2 year years, renewable as specified in R7-2-601(P). Requirements are: Applicants must meet all of the requirements in 1 of the following 2 options:
- a. Option A:
    - ~~a.i.~~ Applicable professional licensure in the a
- health occupations area taught in the Arizona public schools,
  - b.ii. Six thousand clock hours of work experience in a health occupation within the last 6 years in a hospital, medical or surgical area of an acute health care facility other than a school setting.
- b. Option B:
- i. A Bachelor's degree in a biological science, health science, physical science, or social science;
  - ii. Applicable professional license in a health occupations area taught in Arizona public schools.
- 8.6. Basic vocational technological education certificate in the area of health occupations — grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are:
- a. Qualification for the provisional vocational education certificate in the area of health occupations. Applicable professional licensure in the health occupations area taught in the Arizona public schools.
  - b. Twelve semester hours of course work to include each of the following: methods of teaching, curriculum development, and evaluation. Thirty semester hours in professional and technical areas in or directly related to health occupations area taught.
  - c. Fifteen semester hours in the social and physical sciences.
  - d.c. Two thousand clock hours of work experience in the area to be taught, within the last 6 years, in a hospital, medical or surgical area of an acute health care facility other than a school setting.
9. ~~Standard vocational technological education certification in the area of health occupations — grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are:~~
- a. ~~Bachelor's degree from a regionally accredited institution;~~
  - b. ~~Forty semester hours in professional and technical areas in or directly related to health occupations area taught;~~
  - c. ~~Twenty-five semester hours in the social and physical sciences;~~
  - d. ~~A minimum of 12 semester hours in education to include each of the following: methods of teaching curriculum development and evaluation;~~
  - e. ~~Two thousand clock hours of occupational experience within the last 6 years in a hospital, medical, or surgical area of an acute health care facility other than a school setting.~~
- 10.7. Provisional vocational technological education certificate in the area of family and consumer sciences consumer and homemaking -- grades K-12, valid one 2 year years, renewable as specified in R7-2-601(P). Requirements are:
- a. A Bachelor's degree from a regionally accredited institution;
  - b. Twenty-seven Thirty semester hours in family and consumer sciences consumer and homemaking with 1 course in each of the following: life span child development; family or human relations; clothing and textiles or merchandising; home management, food and nutrition, health or food preparation; facility management, and in housing-home furnishings and household equipment; or interior design; con-

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- sumer economics or family resources; culinary arts; and laboratory directed experience in child care and elder care.
- c. Two thousand clock hours of verified occupational employment in family and consumer sciences in the area to be taught or 5 semester hours of internship in family and consumer sciences, completed within the last 6 years.
- 11-8. Basic vocational technological education certificate in the area of consumer and homemaking family and consumer sciences -- grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are: Applicants must meet all of the requirements in 1 of the following 2 options:
- a. Option A:
- i. Qualification for provisional vocational education certificate in the area of family and consumer sciences;
  - ii. Eighteen semester hours in professional preparation course work to include each of the following: methods of teaching occupational family and consumer sciences, student teaching in vocational family and consumer sciences within grades K-12;
  - iii. Two years of classroom teaching in vocational family and consumer science within grades K-12 may be accepted in lieu of the student teaching.
- b. Option B:
- i. Six thousand clock hours of work experience in the area to be taught, completed within the last 6 years;
  - ii. Fifteen semester hours in vocational education preparation course work to include methods of teaching occupational family and consumer sciences.
- a. A Bachelor's degree from a regionally accredited institution;
- b. Twenty seven semester hours in consumer and homemaking with one course in each of the following: child development, directed experience with young children, family economics and home management, and 2 course in the following: clothing and textiles, food and nutrition, and in housing, home furnishings, and household equipment;
- c. Eighteen semester hours in professional preparation course work to include each of the following:
- i. Methods of teaching consumer and homemaking education;
  - ii. Student teaching in consumer and homemaking within grades K-12;
- d. Two years of classroom teaching in consumer and homemaking within grades K-12 may be accepted in lieu of the student teaching.
12. Standard vocational technological education certificate in the area of consumer and homemaking -- grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are:
- a. Qualify for a basic vocational certificate in the area of consumer and homemaking;
  - b. A Master's degree or 30 semester hours beyond a Bachelor's degree from a regionally accredited institution;
13. Provisional vocational technological education certificate in the area of occupational home economics -- grades K-
- 12, valid one year, renewable as specified in R7-2-601(P).
- a. Option A requirement is 6000 clock hours of occupational experience in home economics related occupations;
- b. Option B requirements are:
- i. A Bachelor's degree from a regionally accredited institution;
  - ii. Eighteen semester hours in home economics are to be taught;
  - iii. Two thousand clock hours of occupational experience in area to be taught;
14. Basic vocational technological education certificate in the area of occupational home economics -- grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are:
- a. A Bachelor's degree from a regionally accredited institution;
  - b. Thirty semester hours in home economics;
  - c. Eighteen semester hours in professional vocational preparation course work to include each of the following:
    - i. Methods of teaching occupation vocational home economics;
    - ii. Student teaching in vocation home economics occupations within grades K-12;
    - iii. Two years of classroom teaching in vocational home economics occupations within grades K-12 may be accepted in lieu of the student teaching;
    - iv. Two thousand clock hours of occupational experience in home economics related occupations to be taught or 5 semester hours of internship in vocational home economics related occupations;
15. Standard vocational technological education certificate in the area of occupation home economics -- grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are:
- a. Qualify for a basic vocational certificate in the area of vocational home economics related occupations;
  - b. A Master's degree or 30 semester hours beyond a Bachelor's degree from a regionally accredited institution;
- 16-9. Provisional vocational technological education certificate in the area of business -- grades K-12, valid one 2 year years, renewable as specified in R7-2-601(P). Requirements are:
- a. A Bachelor's degree from a regionally accredited institution;
  - b. Thirty semester hours in business and office course work;
  - c. Eighteen semester hours in business and office course work in office administration, office management and office competencies;
  - d. Three Six semester hours in professional vocational preparation course work;
  - e. Two thousand clock hours<sup>2</sup> experience in business/office occupations or directed observation course in business/office occupations in the past 6 years.
- 17-10. Basic vocational technological education certificate in the area of business -- grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are:
- a. A Bachelor's degree from a regionally accredited institution with a 30 semester hour major in business and office occupations. Qualification for provi-

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- sional vocational education certificate in the area of business.
- b. A minimum of 18 semester hours of technical preparation distributed in the areas of office administration, office management, and office competencies.
  - e-b. Twelve Twenty-one semester hours vocational preparation course work to include methods of teaching business and principles of vocational education.
  - d. Two thousand clock hours' experience in office occupations or directed observation course in office occupations.
18. Standard vocational technological education certificate in the area of business grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are:
- a. Qualify for a basic vocational certificate in the area of business;
  - b. A Master's degree or 30 semester hours beyond a Bachelor's degree from a regionally accredited institution;
11. Provisional vocational education certificate in the area of industrial technology -- grades K-12, valid 2 years, renewable as specified in R7-2-601(P). Applicants must meet all of the requirements in 1 of the following 2 options:
- a. Option A
    - i. A Bachelor's degree with a major in vocational or industrial technology from a regionally accredited institution; and
    - ii. One of the following: 2000 hours of verified occupational experience in the area to be taught; or hold an industry recognized occupation certification or license.
  - b. Option B
    - i. 6000 hours of verified occupational experience or self employment in the area to; or
    - ii. Hold an industry recognized occupational certification or license.
- 19-12. Basic vocational technological education certificate in the area of trade and technical education industrial technology -- grades K-12, valid 6 years, renewable as specified in R7-2-601(O) except as noted. Requirements are:
- a. Qualification for the provisional vocational education certificate in the area of industrial technology;
  - b. A Bachelor's degree from a regional accredited institution with a major in vocational education or industrial technology.
  - c. Fifteen semester hours in vocational education course work, to include methods of teaching industrial technology.
  - a. Option A:
    - i. A Bachelor's degree directly related to the occupation to be taught, from a regionally accredited institution; and
    - ii. One of the following:
      - (1) 2000 hours of employer verified employment in the occupation to be taught, obtained during the preceding 6 years; or
      - (2) Demonstrated proficiency on an occupational examination conducted by a State Board approved testing center or on a State Board approved certification or professional examination; or
      - (3) Recommendation from a statewide screening committee established by the Superintendent of Public Instruction. The statewide screening committee shall be
- comprised of a business and industry representative from the occupational area of certification, the State Supervisor of Trade and Technical Education, an instructor from the occupational area of certification, a vocational director or principal from a local education agency and a representative from the Department of Education Certification Unit.
- b. Option B:
    - i. 6000 hours of verified employment obtained during the preceding 6 years; and
    - ii. Demonstrated proficiency on an occupational examination conducted by a State Board approved testing center or on a State Board approved certification or professional examination; or
    - iii. Recommendation from a statewide screening committee established by the Superintendent of Public Instruction. The statewide screening committee shall be comprised of a business and industry representative from the occupational area of certification, the State Supervisor of Trade and Technical Education, an instructor from the occupational area of certification, a vocational director or principal from a local education agency and a representative from the Department of Education Certification Unit.
    - iv. Certificate obtained using this option may be renewed upon completion of 9 semester hours of credit taken from a regionally accredited institution and completed since the last renewal of the certificate to be renewed.
  - c. Option C:
    - i. A Bachelor's degree from an institution licensed by the Arizona State Board for Private Postsecondary Education; and
    - ii. Demonstrated proficiency on an occupational examination conducted by a State Board approved testing center or on a State Board approved certification or professional examination; or
    - iii. Recommendation from a statewide screening committee established by the Superintendent of Public Instruction. The state-wide screening committee shall be comprised of a business and industry representative from the occupational area of certification, the State Supervisor of Trade and Technical Education, an instructor from the occupation area of certification, a vocational director or principal from a local education agency and a representative from the Department of Education Certification Unit.
    - iv. Certificate obtained using this option may be renewed upon completion of 9 semester hours of credit taken from a regionally accredited institution and completed since the last renewal of the certificate to be renewed.
20. Standard vocational technological education certificate in the area of trade and technical education -- grades K-12, valid 6 years, renewable as specified in R7-2-601(O). Requirements are:
- a. Qualify for a basic vocational certificate in the area of trade and technical education;
  - b. Complete a Master's degree program from a regionally accredited institution or complete 40 semester

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~~hours of upper division or graduate course work from:~~

- ~~i. A regionally accredited institution.~~
- ~~ii. In-service programs approved based on 15 classroom hours being equivalent to one semester hour of credit, not to exceed 10 semester hours.~~

21. ~~Emergency vocational technological education certificate in the area of special needs education—grades K-12, valid one year or part thereof. Requirements are:~~
- ~~a. Recommendation of the applicant by a local education agency;~~
  - ~~b. Evidence of the existence of an approved program of special needs education in which the applicant will be teaching;~~
  - ~~c. This certificate may be reissued for an additional 1-year period upon the request and verification of a special needs program by an education agency.~~
22. ~~Adult vocational certificate valid 2 years, renewable at 6-year intervals upon completion of 6 clock hours of in-service training. May be issued in the area of agriculture, distributive education, health occupations or registration, comprehensive home economics, home economics-related occupations, office education, and trade and technical education. Requirements are recommendation by a local education agency and vocation experience in the area to be taught verified by a local educational agency. For vocational health occupations, evidence of licensure in the area to be taught is required.~~
13. Driver education certificate. Requirements are:
- a. Arizona driver's license;
  - b. A course in each of the following: safety education, driver and highway safety education, and driver education laboratory experience; or 3 years of full-time, occupational experience as a driver education teacher;
  - c. A driving record with no more than 6 violation points and no revocation or suspension of driver's license within 2 years prior to application.
  - d. If certification is denied on the basis of an unacceptable driving record, the applicant must, to be considered for certification, maintain a driving record free of convictions of moving violations or chargeable

accident for 2 years after the last conviction.

- ~~23.14. Cooperative education Endorsement endorsement.~~ The cooperative education endorsement K-12 entitles a vocational teacher to coordinate vocational programs. The provisional; or basic or standard vocational certificate in the areas of agricultural agriculture education, distributive education, marketing, health occupations education, home economics education-related occupation family and consumer sciences, office education business, and trade and technical education industrial technology may be endorsed with a cooperative education endorsement upon verification of completion of 1 course in vocational cooperative education.

**ARTICLE 10. SCHOOL DISTRICT PROCUREMENT**

**R7-2-1002 Applicability**

- A. This Article applies to every expenditure of public monies by a school district as specified in A.R.S. § 15-213(A) for all construction ~~which exceeds \$15,000 in total cost, for all materials which exceed \$10,000 in total cost and for all services which exceed \$10,000~~ \$20,000 in total cost, including federal assistance monies, except that if procurement involves the expenditure of federal assistance or contract monies, the school district shall comply with federal law and authorized regulations which are mandatorily applicable and which are not presently reflected in this Article. This Article does not apply to agreements pursuant to A.R.S. § 15-789 or grants or contracts between governing boards, except as provided in R7-2-1191 through R7-2-1195. This Article also applies to the disposal of school district materials regardless of value. Nothing in this Article shall prevent any governing board from complying with the terms and conditions of any grant, gift, bequest or cooperative agreement. (A.R.S. § 15-271(C)(3) requires the Auditor General in the Uniform System of Financial Records to prescribe guidelines applicable to procurement practices for use by school districts for amounts less than those prescribed in A.R.S. § 15-213(A), as described in this subsection.)
- B. No change.
  - C. No change.
  - D. No change.
  - E. No change.

## NOTICE OF PROPOSED RULEMAKING

### TITLE 15. REVENUE

#### CHAPTER 5. DEPARTMENT OF REVENUE TRANSACTION PRIVILEGE AND USE TAX SECTION

#### PREAMBLE

1. **Sections Affected** **Rulemaking Action**  
R15-5-2215 Amend
2. **The specific authority for the rulemaking, including both the authorizing statutes (general) and the statutes the rules are implementing (specific):**  
Authorizing statutes: A.R.S. §§ 42-105 and 42-1303  
Implementing statute: A.R.S. § 42-1322
3. **The name and address of agency personnel with whom persons may communicate regarding the rulemaking:**  
Name: Christie Comanita, Tax Analyst  
Address: Tax Research and Analysis Section  
Department of Revenue  
1600 West Monroe  
Phoenix, Arizona 85007  
Telephone: (602) 542-4672  
Fax: (602) 542-4680
4. **An explanation of the rule, including the agency's reasons for initiating the rule:**  
Laws 1992, Ch. 333, 2nd Regular Session, amended A.R.S. § 42-1322 which provides for the due date for filing and paying transaction privilege taxes.  
  
The Department of Revenue proposes to amend the administrative rule on the payment of estimated transaction privilege tax. The statutory provision which requires the payment of estimated tax has been amended to require the payment on an annual basis as opposed to a monthly basis as was previously required.  
  
This rule is amended to reflect the legislative change in the requirement that taxpayers make estimated payments of transaction privilege tax from a monthly basis to an annual basis.
5. **A showing of good cause why the rule is necessary to promote a statewide interest if the rule will diminish a previous grant of authority of a political subdivision of this state:**  
Not applicable.
6. **The preliminary summary of the economic, small business and consumer impact:**  
*Identification of the Rulemaking:*  
This rule will be amended to reflect a legislative change in the requirement that taxpayers make estimated payments of transaction privilege tax from a monthly basis to an annual basis.  
  
*Summary of Information in the Economic, Small Business, and Consumer Impact Statement:*  
Data used in preparation of the economic, small business, and consumer impact statement includes figures obtained from the annual report of estimated transaction privilege taxes remitted, as well as information obtained from individual taxpayers. It is expected that the benefits of the rule will be greater than the costs.
7. **The name and address of agency personnel with whom persons may communicate regarding the accuracy of the economic, small business, and consumer impact statement:**  
Name: Christie Comanita, Tax Analyst  
Address: Tax Research & Analysis Section  
Department of Revenue  
1600 West Monroe  
Phoenix, Arizona 85007  
Telephone: (602) 542-4672  
Fax: (602) 542-4860



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**8. The time, place and nature of the proceedings for the adoption, amendment, or repeal of the rule or, if no proceeding is scheduled, where, when and how persons may request an oral proceeding on the proposed rule:**

Oral proceedings at which members of the public may appear and make comments regarding the rule or the economic, small business, and consumer impact statement will occur as follows:

Date: November 6, 1996  
Time: 9:30 a.m.  
Location: State Capitol Tower, West Wing  
1700 West Washington, Room 500  
Phoenix, Arizona 85007  
Nature: Public hearing

A person may submit written comments regarding the proposed rule by submitting the comments no later than 5 p.m., November 6, 1996, to the person listed above.

**9. Any other matters prescribed by statute that are applicable to the specific agency or to any specific rule or class of rules.**

Not applicable.

**10. Incorporation by reference and their location in the rules.**

None.

**11. The full text of the rules follows:**

**TITLE 15. REVENUE**

**CHAPTER 5. DEPARTMENT OF REVENUE  
TRANSACTION PRIVILEGE AND USE TAX**

**ARTICLE 22. ADMINISTRATION**

Section

R15-5-2215. Return and Payment of Tax-Estimated Tax

**ARTICLE 22. ADMINISTRATION**

**R15-5-2215. Return and Payment of Tax-Estimated Tax**

A. Definitions for purposes of estimated tax: For purposes of this rule, the following definitions apply:

~~3-1.~~ "Annual estimated tax liability payment" means one half of the actual total tax liability for the entire preceding month of May or the actual total tax liability for the first 15 fifteen days of the current month of June. "Annual tax liability" means total tax liability of \$100,000.00 or more in the preceding calendar year or the taxpayer's reasonable anticipation of a total tax liability of \$100,000.00 or more in the current year.

~~1-2.~~ "Annual tax liability" means a total tax liability of \$100,000.00 or more in the preceding calendar year or the taxpayer's a reasonable anticipation of a total tax liability of \$100,000.00 or more in the current year. "Can reasonably anticipate" means by the use of ordinary business care and prudence. Reasonableness depends on the fact of each case and the burden of proof rests on the taxpayer with regard to relief from penalty.

~~2.~~ "Estimated tax liability" means one half of the actual total tax liability for the entire preceding month or the actual total tax liability for the first 15 days of the current month.

~~4.~~ "Reporting period" is a calendar month as designated by the tax return.

~~3.~~ "Taxpayer" has the meaning set forth in A.R.S. § 42-1322(J). The following are considered a single taxpayer:

a. Members of an Arizona-affiliated group filing a consolidated corporate income tax return under A.R.S. § 43-947;

b. Corporations in a unitary business filing a combined corporate income tax return under A.A.C. R15-2-1131(E);

c. Married taxpayers operating separate sole proprietorships and filing a joint income tax return; or

d. Partnerships, Limited Liability Companies, S Corporations, trusts, or estates conducting multiple businesses, filing a single income tax return.

~~5.~~ "Tax return" means the Sales, Use, and Severance Tax Return (ST-1).

~~6-4.~~ "Total tax liability" means the combined cumulative total of the transaction privilege tax, telecommunications services excise tax, and county excise tax liabilities. Use and severance tax are not subject to these estimated tax provisions.

~~C.B.~~ The requirement to make Arizona payments of an annual estimated tax liability payment is based on the annual tax liability. Use tax and severance tax are not subject to the estimated tax provisions.

~~1-1.~~ Payments of the estimated tax liability shall be made regardless of the amount of the monthly liability.

~~2-1.~~ A taxpayer This provision shall make an annual estimated tax payment apply if at any time during in the current calendar year that the taxpayer, through use of ordinary business care and prudence, can reasonably anticipate incurring the annual tax liability. For example: ABC Company has been selling home electronics for several years. Their tax liability for previous calendar years has averaged between \$60,000 and \$70,000. In February of the current year, ABC Company begins selling computers and accessories as well. Early sales reports show an increase in total sales of approximately 50%. Based on these facts, ABC Company can reasonably anticipate incurring the annual tax liability.

~~3.~~ The successor to a business which had a total tax liability of \$100,000.00 or more in the preceding calendar year

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shall continue to make payments of the estimated tax liability after transfer of ownership.

- 4.2. Taxpayers with multiple locations shall make the annual estimated tax payment of the annual estimated tax liability based on the combined actual or projected annual tax liability from all locations. These Taxpayers entities with multiple locations, which consolidate their monthly tax returns, shall make file only one a single estimated payment original tax return each June month.
- C. A taxpayer shall not amend an annual estimated tax payment a tax return to change the amount of an estimate except to increase the amount of the payment or the estimate reporting period.
- D. Any monies remitted with the tax return, or additional payments made, as denoted in subsection (F), shall be applied to the estimated tax liability first:
1. The remaining amount of such payments shall become a credit against the tax liability for the reporting period to which the estimated tax liability payment applies.
- 2.D. Payment of The the annual estimated tax payment liability shall not be applied, credited, or refunded until a tax return

Transaction Privilege, Use, and Severance Tax Return (TPT-1) for the reporting period to which the payment applies month of June is filed.

- E. Late, underpayment, or non-payment of the annual estimated tax payment liability shall result in the following:
1. Application of the penalty provisions of under A.R.S. § 42-136(D), (E), and (F);
  2. Accrual of interest beginning from the due date of as prescribed in A.R.S. § 42-1322(D) on which the annual estimated tax payment liability as prescribed in A.R.S. § 42-1322(D) was required to be paid.
  3. Loss of the accounting credit, as defined in A.R.S. § 42-1322.04 for the June reporting period.
- F. A taxpayer may file additional payments for the estimated tax liability, as desired, before the due date of the tax return for the reporting period to which the estimate applies, subject to the provisions of subsection (E).
- G.F. Taxpayers who are not required to make the annual estimated tax payment payments but make a voluntary annual estimated payments payment are shall not be subject to penalty and interest for purposes of estimated tax subsection (E).

**NOTICE OF PROPOSED RULEMAKING**

**TITLE 18. ENVIRONMENTAL QUALITY**

**CHAPTER 13. DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**SOLID WASTE MANAGEMENT**

**PREAMBLE**

- |  |   |
|--|---|
| 1. <b><u>Sections Affected</u></b><br>R18-13-701<br>R18-13-702 | <b><u>Rulemaking Action</u></b><br>Amend<br>Amend |
|--|---|
2. **The specific authority for the rulemaking, including both the authorizing statutes (general) and the statutes the rules are implementing (specific):**  
Authorizing statutes: A.R.S. §§ 49-761, 49-857, 49-857.01, and 49-858  
Implementing statutes: A.R.S. §§ 49-761, 49-857, 49-857.01, and 49-858

3. **The name and address of agency personnel with whom persons may communicate regarding the rulemaking:**

**Primary Contact Person:**

Name: Lynn A. Keeling  
Address: Department of Environmental Quality  
3033 North Central Avenue  
Phoenix, Arizona 85012  
Telephone: (602) 207-2223 or (800) 234-5677, ext. 2223 (AZ only)  
Fax: (602) 207-2251  
TTD: (602) 207-4829

**Secondary Contact Person:**

Name: Martha L. Seaman  
Address: Department of Environmental Quality  
3033 North Central Avenue  
Phoenix, Arizona 85012  
Telephone: (602) 207-2222, (800) 234-5677, ext 2222 (AZ only)  
Fax: (602) 207-2251  
TTD: (602) 207-4829

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**4. An explanation of the rule, including the agency's reasons for initiating the rule:**

In 1983, the Arizona Legislature mandated that the Department of Environmental Quality (the Department) conduct plan review and approve or disapprove plans for solid waste facilities operating within the state. In 1990, the Arizona Legislature included a special waste management component as a part of the plan review for a solid waste facility that treated, disposed, or stored special waste. The Department has conducted review of solid waste facility plans but, until recently, has been unable to recover any of the costs associated with the solid waste facility plan review or the special waste management plan component.

In 1995, the Department adopted the solid waste plan review fee rules. The solid waste fee rule did not include the fee for a special waste management plan component. This draft rule is an amendment to the solid waste plan review fee rules to include the special waste management plan component fees.

A.R.S. § 49-857 mandates that: the Director collect from the applicant a reasonable fee based on the state's total costs in processing the plan. The director may amend an existing rule or adopt a new rule to establish criteria for those costs.

In preparation for establishing the fees to be charged, the Department contracted with the independent accounting firm of Arthur Andersen & Co. (AA&C), to conduct a fee study for the Department to establish the hourly rate and fee schedule. In determining the hourly rate, AA&C reviewed the number of hours spent by program staff in reviewing various types of solid waste facility plans as well as special waste management plan components and the costs the Department incurred in conducting those plan reviews. The fee study was completed in November 1994, and is the basis for the rates and fees established in the effective solid waste plan review fee rules and the draft special waste management plan component fee rules.

The Department proposes to amend R18-13-701 and R18-13-702 to include fees for the review of the special waste management plan component of a solid waste facility plan. The existing rules set forth fee schedules and the hourly billing rate for review by the Department of solid waste facility plans. The proposed draft rules contain the fees for review of a special waste management plan component, for example, a petroleum contaminated soil treatment facility. If the Department received a plan for a petroleum contaminated soil treatment facility, then this rule package would allow the Department to recover the costs for review of the special waste management plan component of the facility. Until this draft rule becomes final, the Department may only recover costs for review of the solid waste facility plan and not the special waste management plan component.

The existing rules for solid waste facility plan review fees clarify for the public what Department costs are included in the hourly rate, and what labor hours spent in the review of a plan will be charged to the applicant. The existing rules explain the Department's billing procedure, payment by the applicant, and the consequences of failure to pay the bill.

Authority for the special waste fee rulemaking is found at A.R.S. § 49-857, which requires an application for a special waste facility to include a complete solid waste facility plan with a special waste management plan component.

AA&C concluded, based upon a study of the hours spent working on the review of solid waste facility plans with a special waste management plan component, that \$38.30 per hour will recover the Department's direct costs. The hourly rate includes the time spent by technical staff on review of the plan. It includes time at the facility inspecting the site, time at public hearings, time at meetings with the public, and pre-application conferences. The hourly rate does not include training necessary for review of the plan, travel time to and from the facility, or supervisory time spent in a technical review capacity.

A "complex plan" means:

- a. A solid waste facility plan that contains 2 or more different types of waste storage, treatment, or disposal components;
- b. A solid waste plan for multiple solid waste facilities; or
- c. A solid waste facility plan that includes a special waste management plan component or an application for an Aquifer Protection Permit.

The applicant is required to submit the cost of the highest initial fee for a complex plan review to begin. The highest initial fee may be from the solid waste facility plan review fee or the special waste management plan component. The Department may bill the applicant on an interim basis for applicable charges. In the case of a special waste management plan component, the applicant is required to submit the highest initial fee of either the solid waste facility or the special waste management plan component. When the plan review is completed, the Department will bill the applicant for the outstanding fees, or refund the applicant any fees paid over the hours billed by the Department.

**5. A showing of good cause why the rule is necessary to promote a statewide interest if the rule will diminish a previous grant of authority of a political subdivision of this state:**

Not applicable.

**6. The preliminary summary of the economic, small business and consumer impact:**

The Department contracted with AA&C to conduct a fee study which was completed in November 1994. The fee study establishes the basis for the fees set forth in the rules and is available for review at the Department.

AA&C reviewed all the resources used by the Department to review and approve a solid waste plan, including a complex plan which is applicable to the special waste management plan component. AA&C calculated an hourly fee from the Department's cost for the technical review by staff when spent on any task specifically related to the processing, approval, or even denial of a solid waste facility plan. This time includes the technical staff's time at the facility or proposed site inspecting, time at a public hearing or a meeting with the public, or time with the applicant's representative reviewing the plan.

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The hourly fee does not include time spent by technical staff training, traveling, or clerical or supervisory staff, unless the supervisory staff is filling in for a particular technical staff member in that person's absence.

The Department will bill the applicant for laboratory analysis charges, public notice advertising, presiding officer expenses, court reporter expenses, facility rentals, contract services, and other reasonable plan review-related expenses.

The \$38.30 per-hour fee for the review of a special waste management plan component is equal to the hourly fee for review of the solid waste facility plan. Therefore, when the Department reviews a complex plan, all technical review will be \$38.30.

AA&C calculated an initial and maximum fee for each type of plan review. The initial fee is similar to a deposit toward the actual number of hours and reimbursable expenses incurred by the Department. To allow a solid waste facility to budget for the plan review, a cap was created, which is the maximum fee.

The Department invites any comments or questions about the fees contained in the amendments to 18 A.A.C. 13, Article 7.

**7. The name and address of agency personnel with whom persons may communicate regarding the accuracy of the economic, small business, and consumer impact statement:**

Name: Lynn A. Keeling  
Address: Department of Environmental Quality  
3033 North Central Avenue  
Phoenix, Arizona 85012  
Telephone: (602) 207-2223, (800) 234-5677, ext. 2223 (AZ only)  
Fax: (602) 207-2251  
TTD: (602) 207-4829

**8. The time, place and nature of the proceedings for the adoption, amendment, or repeal of the rule or, if no proceeding is scheduled, where, when and how persons may request an oral proceeding on the proposed rule:**

An oral proceeding is scheduled as follows:

Date: October 29, 1996  
Time: 9 a.m.  
Location: Department of Environmental Quality  
Room 180  
3033 North Central Avenue  
Phoenix, Arizona

**9. Any other matters prescribed by statute that are applicable to the specific agency or to any specific rule or class of rules.**  
Not applicable.

**10. Incorporation by reference and their location in the rules.**  
Not applicable.

**11. The full text of the rules follows:**

**TITLE 18. ENVIRONMENTAL QUALITY**

**CHAPTER 13. DEPARTMENT OF ENVIRONMENTAL QUALITY  
SOLID WASTE MANAGEMENT**

**ARTICLE 7. SOLID WASTE FACILITY PLAN REVIEW  
FEES**

R18-13-701. Definitions  
R18-13-702. Solid Waste Facility Plan Review Fees

**ARTICLE 7. SOLID WASTE FACILITY PLAN REVIEW  
FEES**

**R18-13-701. Definitions**

In addition to the definitions in A.R.S. §§ 49-701 and A.A.C. Title 18, ~~Chapter~~ Chapters 13 and 14, the terms used in this Article shall have the following meanings:

1. "Aquifer Protection Permit" means the permit that is required pursuant to A.R.S. § 49-241.

2. "C & D landfill" means a Non-MSWLF that accepts construction or demolition waste as defined in A.R.S. § 49-701.
3. "Complex plan" means any of the following:
  - a. A solid waste facility plan that contains 2 or more different types of waste storage, treatment, or disposal components;
  - b. A solid waste plan for multiple solid waste facilities;
  - c. A solid waste facility plan that includes a special waste management plan component or an application for an Aquifer Protection Permit.
4. "Direct cost" means ~~those costs that can be identified specifically with the solid waste facility plan review program. For example typical direct costs are the employee's costs of employee salary and fringe benefits package, equipment, travel expenses, and operating supplies and~~

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other costs that can be identified specifically with solid waste facility plan review.

5. "Fiscal year" means the 12-month period which begins on July 1 and is dated for the next calendar year and ends on the following June 30.
6. "MSWLF" means a municipal solid waste landfill as defined in A.R.S. § 49-701.
7. "New solid waste facility plan" means either of the following:
  - a. A plan submitted for review by the operator of a new solid waste facility, as defined in A.R.S. § 49-701;
  - b. The plan submitted by an operator of an existing solid waste facility as defined in A.R.S. § 49-701, that is operating without prior Department plan approval.
8. "Non-MSWLF" means a landfill that is not a municipal solid waste landfill as defined in A.R.S. § 49-701(14).
9. "Solid waste facility plan" means a plan or the individual components of a plan, such as the design, operational, closure, or post-closure plan, or the demonstration of financial responsibility as required by A.R.S. § 49-770, submitted to the Department for review and plan approval.
10. "Substantial change" means a change to an approved solid waste facility plan which the director has determined requires the submission of an amended facility plan in accordance with design and operation rules adopted pursuant to A.R.S. Title 49, Chapter 4, Article 4.
11. "Special waste management plan component" means a portion of a solid waste facility plan that is prepared and submitted to the Department in accordance with A.R.S. § 49-857 for approval pursuant to A.R.S. §§ 49-857.01 and 49-762.

**R18-13-702. Solid Waste Facility Plan Review Fees**

- A. With each solid waste facility plan submitted for approval pursuant to A.R.S. § 49-762, the applicant shall remit an initial fee in accordance with 1 of the schedules in this subsection, unless otherwise provided in subsection (B) of this Section. This Section also lists the maximum fees for which the owner or applicant shall be billed for a plan submitted to the Department for approval. All fees paid shall be payable to the state of Arizona. Fees paid to the Department shall be deposited into the Solid Waste Fee Fund established pursuant to A.R.S. § 49-881, unless otherwise authorized or required by law.

Schedule A New - Solid Waste Facility Plan <del>Reviews</del> Review Fees		
	Initial	Maximum
Solid Waste Facilities Plans:		
MSWLF	\$5,936	\$37,074
C & D Landfill and Other Non-MSWLF	\$2,987	\$22,826
Other Solid Waste Facilities	\$1,609	\$15,473
<u>Special Waste Management Plan Component</u>	<u>\$556</u>	<u>\$2,383</u>

**Schedule B  
 Substantial Change or Update of Demonstration of Financial Responsibility in accordance with A.R.S. § 49-770 - Solid Waste Facility Plan ~~Reviews~~ Review Fees**

	Initial	Maximum
Solid Waste Facilities Plans:		
MSWLF	\$1,187	\$18,537
C & D Landfill and Other Non-MSWLF	\$597	\$11,413
Other Solid Waste Facilities	\$322	\$7,736
<u>Special Waste Management Plan Component</u>	<u>\$278</u>	<u>\$1,191</u>

**Schedule C  
 Closure - Solid Waste Facility Plan ~~Reviews~~ Review Fees**

	Initial	Maximum
Solid Waste Facilities Plans:		
MSWLF	\$1,379	\$9,728
C & D Landfill and Other Non-MSWLF	\$1,532	\$10,417
Other Solid Waste Facilities	\$1,226	\$11,949
<u>Special Waste Management Plan Component</u>	<u>\$111</u>	<u>\$477</u>

- B. For a complex plan, fees shall be determined as follows: The initial fee submitted with the plan shall be equal to the initial fee for the single component with the highest initial fee as set forth in schedules in subsection (A). The maximum fee shall be the sum total of the maximum fee for each individual component as set forth schedules in subsection (A).
- C. For each plan being reviewed, the Department shall issue an itemized interim bill to the applicant with each letter of deficiency or letter of intent to approve the facility plan. The applicant shall pay the interim bill within 45 days of receipt of the bill. If the interim bill is not paid within 45 days, the Department shall mail a notice of the past due balance to the applicant. If the applicant does not pay the interim bill within 30 days of receipt of the notice of past due balance, the Department shall either cease review of the plan or withhold final approval of the plan pending payment of the interim bill.
- D. The Department shall issue a final itemized bill at the same time the Department issues the approval to operate or informs the applicant in writing of denial of approval. If the actual cost of reviewing the plan is less than the initial fee and any interim fees paid, the difference between the actual cost and the amount listed and paid shall be returned to the applicant with a final itemized bill within 30 days of the issuance of the approval to operate, or denial of the approval. If the actual cost of plan review is greater than the corresponding amount listed, the Department shall send the applicant a final itemized bill for the difference between the initial fee and any interim fees paid and the actual cost of reviewing the plan, except that the final bill shall not exceed the applicable maximum fee specified in subsection (A) or (B). Such difference shall be paid in full within 45 days of receipt of the bill.

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- E. The Department shall keep a record of all fees due, including the costs associated with denial of approval. Any amount due the Department shall be paid to the Department within 45 days of issuance of the approval. If the final bill is not paid within the 45 days, the Department shall mail a notice of past due balance to the applicant. Failure to pay the amount due within 15 days of receipt of the notice of past due balance shall result in the automatic initiation of proceedings by the Department for suspension of the approval, in accordance with A.R.S. § 41-782, and the suspension shall continue until full payment is received at the Department. If full payment is not received at the Department within 365 days of the date of the approval, the approval shall be revoked in accordance with A.R.S. § 41-782. The Department shall review no further plans for an entity which has not paid all fees due for a previous approval or denial of approval.
- F. When determining actual cost under subsection (D), the Department shall use an hourly billing rate for all direct labor hours spent working on the review of ~~the~~ a plan, plus any direct cost specified in subsection (I), which were incurred but are not included in the hourly billing rate.
- G. Billable labor hours spent working on the review of a solid waste facility ~~plans~~ plan shall consist of time spent by solid waste plan review technical staff on task specifically related to the processing, approval, or denial of a particular solid waste facility plan, including time at the facility or proposed site inspecting the facility or site, time at a public hearing, time at meetings with the public, or time at meetings with the applicant or the applicant's representatives including the time at a preapplication conference.
- H. Direct labor hours shall not include any of the following:
1. Training necessary for review of a specific plan;
  2. Travel to or from any facility, meetings, or hearings which is necessary in conjunction with a plan review;
  3. Time by clerical or supervisory staff, unless the supervisory staff is filling in for a particular technical staff member in that person's absence.
- I. Other allowable direct costs that the Department shall include in the plan review fee, if applicable, are any of the following:
1. Laboratory analysis charges;
  2. Public notice advertising;
  3. Presiding officer expenses;
  4. Court reporter expenses;
  5. Facility rentals;
  6. Contract services;
  7. Other reasonable, direct, plan review-related expenses documented in writing by the Department.
- J. ~~From the effective date of these rules~~ Beginning July 1, 1996, the hourly rate shall be \$38.30. If the fee schedule or hourly rate is not changed, the current fee schedule and hourly rate shall remain in effect for the following fiscal year. The hourly rate shall be based on an annual sum of the following solid waste facility plan review program related costs divided by the total number of direct labor hours allocated for solid waste facility plan review for that year:
1. Salary and the costs of employee benefits for plan review technical employees directly involved in the review of solid waste facility plans;
  2. Salary and costs of employee benefits for plan review support employees, such as supervisory and clerical personnel, prorated on a per employee bases;
  3. Other operating expenses attributable to all solid waste facility plan review employees;
  4. Per diem expenses and travel expenses;
  5. Capital equipment.
- K. ~~This Article shall become effective July 1, 1996.~~ An applicant who has submitted an administratively complete plan before ~~the effective date of this Article~~ July 1, 1996, shall not be required to remit an initial fee and shall be billed only for those direct labor hours and other direct costs incurred by the Department on or after ~~the effective date of the rules~~ July 1, 1996. If a plan is ~~not~~ administratively incomplete complete on ~~the effective date of this Article~~ July 1, 1996, an initial fee for that type of plan shall be paid at the time of resubmission.